



**CHILD CARE AND DEVELOPMENT FUND PLAN**  
**FOR TENNESSEE**  
**FFY 2006-2007**

This Plan describes the CCDF program to be conducted by the State for the period 10/1/05 – 9/30/07. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

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Public reporting burden for this collection of information is estimated to average 162.57 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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(Form ACF 118 Approved OMB Number: 0970-0114 expires 05-31-2006)

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STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**AMENDMENTS LOG**

Child Care and Development Services Plan for **TENNESSEE**

For the period: 10/1/05 -- 9/30/07

SECTION AMENDED	EFFECTIVE/ PROPOSED EFFECTIVE DATE	DATE SUBMITTED TO ACF	DATE APPROVED BY ACF

**Instructions:**

- 1) Lead Agency completes the first 3 columns and sends a photocopy of this Log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the Log, showing the latest amendment pending in ACF, is retained in the Lead Agency's Plan.
- 2) ACF completes column 4 and returns a photocopy of the Log to the grantee.
- 3) The Lead Agency replaces this page in the Plan with the copy of the Log received from ACF showing the approval date.

Note: This process depends on repeated subsequent use of the same Log page over the life of the Plan. At any time the Log should reflect all amendments, both approved and pending in ACF. The Lead Agency is advised to retain those "old" plan pages that are superseded by amendments in a separate appendix to its Plan.

**PART 1**  
**ADMINISTRATION**

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

**1.1 Lead Agency Information** (as designated by State chief executive officer)

Name of Lead Agency:	<b>Tennessee Department of Human Services</b>
Address of Lead Agency:	<b>400 Deaderick Street Nashville, TN 37248-9600</b>
Name and Title of the Lead Agency's Chief Executive Officer:	<b>Virginia T. Lodge, Commissioner</b>
Phone Number:	<b>615-313-4700</b>
Fax Number:	<b>615-741-4165</b>
E-Mail Address:	<a href="mailto:Gina.Lodge@state.tn.us">Gina.Lodge@state.tn.us</a>
Web Address for Lead Agency (if any):	<a href="http://www.state.tn.us/humanserv/childcare.htm">http://www.state.tn.us/humanserv/childcare.htm</a>

**1.2 State Child Care (CCDF) Contact Information** (day-to-day contact)

Name of the State Child Care Contact (CCDF):	<b>Deborah Neill,</b>
Title of State Child Care Contact:	<b>Director of Child Care, Adult &amp; Community Programs</b>
Address:	<b>400 Deaderick Street Nashville, TN 37248-9600</b>
Phone Number:	<b>615-313-4770</b>
Fax Number:	<b>615-532-9956</b>
E-Mail Address:	<a href="mailto:Deborah.Neill@state.tn.us">Deborah.Neill@state.tn.us</a>

Phone Number for child care subsidy program information (for the public) (if any): n/a  
Web Address for child care subsidy program information (for the public) (if any):  
<http://www.tennessee.gov/humanserv/childcare.htm> to "Financial Assistance Child Care  
Certificate Program" section.

### **1.3 Estimated Funding**

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 2005 through September 30, 2006. (§98.13(a))

CCDF: \$	<b>112,058,800.</b>
Federal TANF Transfer to CCDF: \$	<b>63,911,600.</b>
Direct Federal TANF Spending on Child Care: \$	<b>0.</b>
State CCDF Maintenance of Effort Funds: \$	<b>18,975,800.</b>
State Matching Funds: \$	<b>16,589,900.</b>
Total Funds Available: \$	<b>211,536,100.</b>

### **1.4 Estimated Administration Cost**

The Lead Agency estimates that the following amount (and percentage) of Federal CCDF and State Matching Funds will be used to administer the program (not to exceed 5 percent): **\$ 3,000,000** ( **1.6** %). (658E(c)(3), §§98.13(a), 98.52)

### **1.5 Administration of the Program**

Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5.1 – Activities & Services to Improve the Quality and Availability of Child Care, Quality Earmarks and Set-Aside?

- ☐ Yes. Skip questions 1.6 and 1.7. Go to Section 1.8.
- ☒ No, and the following describes how the Lead Agency maintains overall control when services or activities are provided through other agencies: (658D(b)(1)(A), §98.11)

*The Department of Human Services (DHS) administers most of the child care services and quality improvement activities through contractual agreements with universities and community agencies. DHS includes clear performance expectations in its contracts and provides training and technical assistance to contract agencies to ensure maximum compliance and performance outcomes. Regular reporting is required from contract agencies to ensure adherence to the contracted scope of services.*

*The majority of Tennessee's contracts are executed annually through a competitive negotiation process.*

*The Lead Agency ensures overall administrative control of all activities not administered directly by utilizing its policies and procedures for third party funding. At a minimum, annual monitoring of all contracts, grants, and agreements is performed by the Lead Agency according to state and federal regulations.*

## **1.6 Determining Eligibility**

For child care services funded under §98.50 (e.g., certificates, vouchers, grants/contracts for slots based on individual eligibility), does the Lead Agency itself: (§98.11)

- Determine individual eligibility of non-TANF families?
  - ☒ Yes\*, and
  - ☒ No\*. If no, identify the name and type of agency that determines eligibility of non-TANF families for child care:

*\*Note: The Lead Agency itself currently determines eligibility for non-TANF families for child care assistance in the four urban counties: Davidson, Knox, Chattanooga and Shelby.*

*In the other 91 counties, the Lead Agency uses contract agencies that operate under the Lead Agency's eligibility determination policies and procedures to determine eligibility for non-TANF families.*

*Following is the list of contracted agencies:*

*Douglas Cherokee Economic Authority – Community Action Agency  
Upper East Tennessee Human Development Agency – Community Action Agency  
Upper Cumberland Human Resource Agency – State authorized community program  
South Central Human Resource Agency - State authorized community program  
Mid-Cumberland Human Resource Agency - State authorized community program  
North Tennessee Economic Development Council - Community Action Agency  
Southwest Human Resource Agency - State authorized community program  
Southeast TN Human Resource Agency - State authorized community program*

- Determine individual eligibility of TANF families?
  - ☒ Yes.
  - ☐ No. If no, identify the name and type of agency that determines eligibility of TANF families for child care:
- Assist parents in locating child care?
  - ☒ Yes\*, and.
  - ☒ No\*. If no, identify the name and type of agency that assists parents:

*\*Note: The Tennessee Lead Agency itself assists parents on the certificate program who reside in the four urban counties, Davidson, Knox, Chattanooga and Shelby, if they need assistance in locating child care.*

*In the other 91 counties, the Lead Agency uses contract agencies that operate under the Lead Agency's parent consumer education policies and procedures to assist parents needing assistance in locating child care.*

*Following is the list of contracted agencies:*

*Douglas Cherokee Economic Authority – Community Action Agency  
Upper East Tennessee Human Development Agency – Community Action Agency  
Upper Cumberland Human Resource Agency – State authorized community program  
South Central Human Resource Agency - State authorized community program  
Mid-Cumberland Human Resource Agency - State authorized community program  
North Tennessee Economic Development Council - Community Action Agency  
Southwest Human Resource Agency - State authorized community program  
Southeast TN Human Resource Agency - State authorized community program*

- Make payments to providers and/or parents?  
☒ Yes.  
☐ No. If no, identify the name and type of agency that makes payments:

### **1.7 Non-Governmental Entities**

Is any entity named in response to section 1.6 a non-governmental entity? (658D(b), §§98.10(a), 98.11(a))

- ☒ Yes, and the following entities named in 1.6 are non-governmental:

*Douglas Cherokee Economic Authority – Community Action Agency  
Upper East Tennessee Human Development Agency – Community Action Agency  
Upper Cumberland Human Resource Agency – State authorized community program  
South Central Human Resource Agency - State authorized community program  
Mid-Cumberland Human Resource Agency - State authorized community program  
North Tennessee Economic Development Council - Community Action Agency  
Southwest Human Resource Agency - State authorized community program  
Southeast TN Human Resource Agency - State authorized community program*

- ☐ No.

### **1.8 Use of Private Donated Funds**

Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53(e)(2) and (f)?

- ☐ Yes, The name and type of entity designated to receive private donated funds is:  
Name:  
Address:  
Contact:  
Type:
- ☒ No.



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**1.9 Use of State Pre-Kindergarten (Pre-K) Expenditures for CCDF-Eligible Children**

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1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

☒ Yes, and:

( **X** ) The State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

( **20%** ) Estimated % of the MOE requirement that will be met with pre-K expenditures.

If the State uses Pre-K expenditures to meet more than 10% of the MOE requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

*The State's Pre-K program, managed by the Department of Education (DOE) in collaboration with the Lead Agency, receives state funding which is used to meet a portion of the CCDF Maintenance of Effort (MOE). As of July 1, 2005 the State Pre-K Program will be expanded statewide with funding being awarded on a competitive basis to local education agencies. The program, in partnership with the child care industry, will continue to create expanded availability of enhanced educational opportunities for 4-year-old children, which include wrap-around child care services, to increase the availability of full-day, full-year child care designed to meet the needs of working families. Part of the funds is used to coordinate the certification and reporting of Pre-K expenditures.*

☐ No.

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement? (§98.53(h))

☒ Yes, and

(**20%**) Estimated % of the Matching Fund requirement that will be met with pre-K expenditures.

If the State uses Pre-K expenditures to meet more than 10% of the Matching Fund requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

*The State's Pre-K program, managed by the Department of Education (DOE) in collaboration with the Lead Agency, receives state funding which is used to meet a portion of the CCDF Maintenance of Effort (MOE). As of July 1, 2005 the State Pre-K Program will be expanded statewide with funding being awarded on a competitive basis to local education agencies. The program, in partnership with the child care industry, will continue to create*

*expanded availability of enhanced educational opportunities for 4-year-old children, which include wrap-around child care services, to increase the availability of full-day, full-year child care designed to meet the needs of working families. Part of the funds is used to coordinate the certification and reporting of Pre-K expenditures.*

☐ No.

1.9.3 If the State answered yes to 1.9.1 or 1.9.2, the following describes State efforts to ensure that pre-K programs meet the needs of working parents: (§98.53(h)(2))

*Pre-K programs have been created for “at-risk” four-year-old children. The minimum requirements of these programs are as follows. Program requirements marked with a check mark (✓) indicate that the item directly meets the need of working parents.*

- ✓ *Provide extended day/extended year services for children of working families, or those attending school, who require care outside of the 5 ½ hour day for the full year. This can happen on-site or in collaboration with another agency*
- ✓ *Provide a program that meets the guidelines of child care standards of Tennessee as regulated by the Department of Human Services (DHS) and Department of Education (DOE). All sites must pass fire and environmental inspections and be certified or approved by DOE or DHS. Programs administered by for profit and not-for-profit child care agencies must be licensed by DHS*
- ✓ *Provide sufficient staff to insure that the classroom has a minimum adult:child ratio of 1:10 and a maximum class size of 20 children*
- ✓ *Provide that a teacher who is licensed in Early Childhood Education (ECE) or who is teaching under an approved waiver or interim licensure will be provided for each classroom that serve ECE pilot program children*
- ✓ *Teacher assistants who hold or are working toward a Child Development Associate (CDA) certificate will be provided in sufficient numbers to provide an adult:child ratio to meet the above standards*
- ✓ *Provide an appropriate educational curriculum aligned with competencies defined in the TN Early Learning Development Standards to address all developmental areas: cognitive, social, emotional and physical*
- ✓ *Provide family involvement including conferences at least twice yearly.*
- ✓ *Establish a cooperative link with the local health department to meet health care needs and link with the Tennessee Early Intervention System (TEIS) to meet the needs of children with disabilities and those who need special services*
- ✓ *In order to foster a smooth transition, implement a plan to introduce each child and family to kindergarten.*
- *Provide appropriate educational activities to enrolled children for a minimum of 5 ½ hours per day for 180 days*
- *Maintain 90% enrollment*
- *Provide staff development annually*
- *Serve as an early childhood education demonstration model to other early childhood agencies*
- *Provide quantitative, results-based performance measures to evaluate successful completion of the activities described above*

*These programs will be served by resources funded or provided by DHS such as technical assistance from the local Child Care Resource and Referral Agencies, State Licensing assistance, Tennessee Early Childhood Training Alliance and the State Child Care Certificate Program.*

*Collaboration will occur between state officials of the Department of Human Services, the Department of Education, the Department of Health and the Department of Mental Health and Developmental Disabilities to assure the provision of comprehensive services to the children enrolled.*

## **1.10 Improper Payments**

### **1.10.1 How does the Lead Agency define improper payments?**

*Improper payments are defined as the difference between the amount of child care payments over or under the amount that should have been paid. Payment errors may be the result of administrative mistakes, intentional or unintentional client action, or intentional or unintentional provider action.*

### **1.10.2 Has your State developed strategies to prevent, measure, identify, reduce and/or collect improper payments? (§98.60(i), §98.65, §98.67)**

☒ Yes, and these strategies are:

*Improper payments are collected through adjustments to child care provider payments. These collections may be necessary due to:*

- Inadvertent errors on the part of a provider or certificate staff, or*
- Intentional misrepresentation/fraud or any violation of the Provider Agreement signed when the provider enrolls in the certificate program (and updated as policy changes). In addition to recoupment of improper payments, providers are subject to additional penalties ranging from a reduction in payments to termination from the certificate program depending on the severity of the infringement.*

*Local Child Care Certificate Programs take steps to prevent improper payments by monitoring irregular attendance reports, acting timely on notification from Family Assistance staff of changes in eligibility status, re-determining eligibility at 6 month intervals, and responding to client reports of changes in their circumstances.*

*The Certificate Program has improved computer systems to facilitate suspension of child care assistance more quickly for TANF recipients who are non-compliant with work requirements.*

- ☐ No. If no, are there plans underway to determine and implement such strategies?
- ☐ Yes.
- ☐ No.

1.10.3 Has your State developed strategies to identify errors in the determination of client eligibility?

☒ Yes, and these strategies are:

*The determination of Families First (TANF) and Transitional Child Care eligibility is made by the Family Assistance caseworker, not Certificate Program staff. Family Assistance Field Supervisors review approx. 50-100 cases per month (case readings). The information reviewed includes, but is not limited to, determination of whether policy was misapplied, data matches were unresolved, required information was properly verified, and to check that math computations were correct.*

*Certificate Program staff for Transitional Child Care & Low-Income Child Care determine qualifications. Procedures are being developed to systematically review a sample of cases at the local level to monitor the accuracy of eligibility qualification for these programs.*

☐ No. If no, are there plans underway to determine and implement such strategies?

☐ Yes.

☐ No.

## PART 2 DEVELOPING THE CHILD CARE PROGRAM

### **2.1 Consultation and Coordination**

2.1.1 Lead Agencies are required to *consult* with appropriate agencies and *coordinate* with other Federal, State, local, tribal (if applicable) and private agencies providing child care and early childhood development services (§98.12, §98.14(a),(b), §98.16(d)). Indicate the entities with which the Lead Agency has consulted or coordinated (as defined below), by checking the appropriate box(es) in the following table.

*Consultation* involves the participation of an appropriate agency in the development of the State Plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments (noted by the asterisk in the chart below).

*Coordination* involves the coordination of child care and early childhood development services, including efforts to coordinate across multiple entities, both public and private (for instance, in connection with a State Early Childhood Comprehensive System (SECCS) grant or infant-toddler initiative). At a minimum, Lead Agencies must coordinate with (1) other Federal, State, local, Tribal (if applicable), and/or private agencies responsible for providing child care and early childhood development services, (2) public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health), (3) employment services / workforce development, (4) public education, and (5) Temporary Assistance for Needy Families (TANF), and (5) any Indian Tribes in the State receiving CCDF funds (noted by the asterisks in the chart below).

	<b>Consultation</b>	<b>Coordination</b>
• Representatives of local government	<input checked="" type="checkbox"/> *	<input type="checkbox"/>
• Indian Tribes/Tribal Organizations, when such entities exist within the boundaries of the State	<input type="checkbox"/>	<input type="checkbox"/>
• Other Federal, State, local, Tribal (if applicable), and private agencies providing child care and early childhood development services.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
• State/Tribal agency (agencies) responsible for		
○ Public health	<input type="checkbox"/>	<input checked="" type="checkbox"/> *
○ Employment services / workforce development	<input type="checkbox"/>	<input checked="" type="checkbox"/> *
○ Public education	<input type="checkbox"/>	<input checked="" type="checkbox"/> *
○ TANF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
○ State pre-kindergarten programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
○ Head Start programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
○ Programs that promote inclusion for children with special needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Other (See guidance):	<input type="checkbox"/>	<input type="checkbox"/>

\* Required.

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For each box checked above, (a) identify the agency providing the service and (b) describe the consultation and coordination efforts, if any. Descriptions must be provided for any consultation or coordination required by statute or regulation.

*The Lead Agency organized a meeting of local and state representatives requesting review of and consultation on the proposed CCDF plan. Collaboration meetings are held throughout the year with these same organizations or representatives to ensure open and frequently communication of program goals. The following is a list of representatives with the name and type organization they represent.*

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<u>Sarah Schendorf</u>	Metropolitan Davidson County Mayor's Office of Children and Youth	County government
<u>Cynthia Croom</u>	Metropolitan Davidson County Metro Action Commission	County government
<u>Tracy Sampson</u>	Community Institute for Early Childhood In partnership with Memphis Tomorrow And Mayor A. C. Wharton	City government
<u>Jan Bushing</u>	Tennessee Department of Education Office of School Based Services	State government
<u>Sandra Williamson</u>	Tennessee Department of Education Office of School Based Services	State government
<u>Janet Coscarelli</u>	Tennessee Department of Education Head Start State Collaboration Office	State government
<u>Linda O'Neal</u>	Tennessee Commission on Children and Youth	State government
<u>Carolyn Lawhorn</u>	Department of Health Maternal & Child Health	State government
<u>GingerWood-Oguno</u>	TN Child Care Association President	State representative
<u>Linda Moynihan</u>	Tennessee Conference on Social Welfare	State organization
<u>John Garnett</u>	Tennessee Association for the Education of Young Children-President	State organization
<u>Kathy Ennis</u>	Tennessee Association for the Education of Young Children-President Elect	State organization
<u>Daphne Cole</u>	Tennessee Family Child Care Alliance Executive Director	State organization

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<u>Barbara Wall</u>	<i>Signal Centers, Inc. Tennessee CCR&amp;R Network Director</i>	<i>Non-Profit Organization Workforce Development</i>
<u>Claudia Weber</u>	<i>Tennessee Department of Education Division of Special Education</i>	<i>State government</i>
<u>Kristen Rector</u>	<i>Prevent Child Abuse Tennessee Director of Programs</i>	<i>Non-Profit organization</i>
<u>Cheri Lindsley</u>	<i>Tennessee State University</i>	<i>State government</i>
<u>Debbie Ferguson</u>	<i>Glen Leven Day School-Director Tennessee Association for the Education of Young Children-Vice President</i>	<i>Child Care Provider State organization</i>
<u>Evelyn Hale</u>	<i>Tennessee Early Childhood Training Alliance</i>	<i>State organization</i>
<u>Dr. Theodora Pinnock</u>	<i>Tennessee Department of Health State Director, Maternal &amp; Child Health</i>	<i>State government</i>
<u>Peg Leonard-Martin</u>	<i>United Way Success by Six</i>	<i>Non-Profit organization</i>
<u>Marie Stringer</u>	<i>Tennessee Governor's Office</i>	<i>State government</i>
<u>Drew Kim</u>	<i>Tennessee Governor's Office</i>	<i>State government</i>
<u>Paul Lefkowitz</u>	<i>Tennessee Department of Human Services Director Child Care Certificate Program</i>	<i>State government</i>

2.1.2 State Plan for Early Childhood Program Coordination. *Good Start, Grow Smart* encourages States to develop a plan for coordination across early childhood programs. Indicate which of the following best describes the current status of the State's efforts in this area.

- ☐ **Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and early math concepts.
- ☐ **Developing.** A plan is being drafted. The draft is included as Attachment \_\_\_\_\_
- ☐ **Developed.** A plan has been written but has not yet been implemented. The plan is included as Attachment \_\_\_\_\_
- ☐ **Implementing.** A plan has been written and is now in the process of being implemented. The plan is included as Attachment \_\_\_\_\_
- ☒ **Other (describe):**

*A system of early childhood coordination has been implemented. Tennessee's early education and child care community has enjoyed a long history of coordinating services across early childhood programs as has been detailed in previous state plans. Organizations receiving CCDF and those receiving other federal, state, and local funding, collaborate on a regular basis to ensure the ongoing professional development of early childhood educators, to improve the quality of early childhood services and to confirm that all early childhood services are coordinated and comprehensive.*

Describe the progress made by the State planning for coordination across early childhood programs since the date of submission of the 2004-2005 State Plan.

*Program coordination across early childhood programs has resulted in the completion, printing, and distribution of the Tennessee Early Learning Developmental Standards (TN-ELDS) for ages 0 to 60 months (for more details see sections 5.2.1 – 5.2.4). Early childhood program partners involved in this effort include the Tennessee State Departments of Education, Human Services, Health, Mental Health & Developmental Disabilities, the Child Care Resource and Referral Network, the Tennessee Early Childhood Training Alliance, the Tennessee Head Start Collaboration Office, the Tennessee Head Start Association, the Tennessee Family Child Care Alliance, the Tennessee Center for Dyslexia at Middle Tennessee State University, Even Start, and the University of Tennessee's Social Work Office of Research and Public Services. Each program has incorporated the TN-ELDS into its system of early childhood services and has committed to assist in the statewide training strategy to assure that all practitioners of early care and education are trained on the appropriate and continuous usage of the TN-ELDS.*

*Another example of collaboration across early care and education programs is Tennessee's Infant/Toddler Initiative supported by a grant from the National Infant & Toddler Child Care Initiative @ Zero to Three. All CCDF funded child care quality and support programs, those early childhood programs funded or administered by the Department of Education and the*



*Department of Health, as well as the state's Early Head Start programs are participating in the Initiative with the following goals:*

- *Improve scores on the Infant/Toddler Environment Rating Scale- Revised and the Family Day Care Rating Scale*
- *Increase access to affordable quality care in Centers, Group and Family Child Care, Early Head Start, and Family, Friends and Neighbor programs*
- *Increase access to quality child care for TANF and low-income working families through community based agencies, including faith-based organization.*

*Tennessee's recent legislative effort to strengthen and expand its Pre-K program was accomplished through collaboration with the entire spectrum of early childhood education industry and advocacy groups to include the Tennessee Association for the Education of Young Children, the TN Family Child Care Alliance, the Tennessee Child Care Association, Head Start, Early Head Start, and Even Start. The collaboration among these partners with the state Departments of Education and Human Services and the local education agencies continues with the creation of state level and local level Pre-K Advisory Councils.*

*Numerous early childhood organizations are collaborating on a local basis to pool funding for public awareness of and support for quality early childhood programs. One example of this type of effort is in Memphis, TN where a collaborative of 45 community organizations in partnership with government (local and state), business, foundations, health care, and social services groups have come together to promote a community priority for the quality early care and development of children.*

Indicate whether there is an entity that is responsible for ensuring that such coordination occurs. Indicate the four or more early childhood programs and/or funding streams that are coordinated and describe the nature of the coordination.

*The Lead Agency works in conjunction with the Department of Education, the Head Start Collaboration Office, the Department of Health, the Department of Mental Health and Developmental Disabilities, the TN Child Care Resource and Referral Network, the TN Early Childhood Education Alliance and members of other early childhood industry and advocacy groups to continue the organized collaboration effort. The Lead Agency sponsors a quarterly State Child Care Partner's Meeting with these entities to discuss the latest program evaluation data from various early childhood initiatives, to determine the effectiveness of said initiatives and to develop strategies (to include the pooling of funding and resources) to strengthen the areas that need improvement.*

Describe the **results** or expected results of this coordination. Discuss how these results relate to the development and implementation of the State's early learning guidelines, plans for professional development, and outcomes for children.

*Coordination across state, private, and non-profit organizations has resulted in the enhancement of resources to promote quality child care programs in the state. Tennessee's Evaluation and Report Card Program has shown a statistically significant increase between year one and year three in the number of child care programs showing an improvement of*

*their overall rating. The Evaluation and Report Card Program measures the areas of licensing compliance, staff development, family involvement, ratio and group size, staff compensation, business management and assessment of a healthy, safe environment for children to promote learning and school readiness.*

*Coordination between state departments and agencies providing services to promote child care quality has resulted in work to provide outreach to parents to support learning and development of children in their homes. Dolly Parton's Imagination Library is an example of a community initiative linking with local governments and state-wide programs, such as the TN Child Care Resource and Referral Network (CCR&R), to bring literacy to every child in Tennessee. Through this program every child born in a participating county receives one book a month from birth to age five.*

*The CCR&R Network is continuing to provide training and other services in early childhood care and development for child care providers and the early childhood staff partners from the Departments of Health, Education, and Mental Health and Mental Retardation. CCR&R child care provider training maximizes CCDF funding by directly including early childhood staff from other state departments, Early Head Start, Head Start and Even Start. CCR&R is encouraging child care providers and other early childhood practitioners to link the training they receive with on-site technical assistance to help make the connection between theory and practical application.*

*Tennessee's Outstanding Providers Supported Through Available Resources (TOPSTAR a-family child care mentoring program) and the Tennessee Early Childhood Training Alliance (TECTA) are working with the CCR&R Network to promote staff development for child care providers. One objective of this collaboration is to establish support groups and mentoring for family providers. TECTA provides a 30 hour orientation in several early childhood disciplines and provides subsidized classes at local colleges and universities. This allows child care providers to improve their knowledge of child development and best practice while earning a Child Development Associate (CDA) credential, two and four-year degrees and other advanced degrees. The CCR&R Network makes information available to providers about support groups and assists in establishing these groups. The CCR&R Network also offers information regarding TECTA professional development opportunities and encourages providers to take advantage of the opportunity to further their education.*

*Tennessee's Early Learning Developmental Standards (TN-ELDS) are completed and printed (the funding for which came from the pooling efforts of the State Child Care Partners group). The CCR&R Network has trained all of its training and technical assistance staff, who in turn will provide introductory classes on the appropriate use of the TN-ELDS to child care providers and others in the early childhood field. TECTA and the CCR&R Network are also weaving the TN-ELDS into all of their child care provider training and education modules. The objective is to promote the understanding of child development, learning expectations and performance indicators so that caregivers will understand how children learn and how to tailor child care to meet the specific needs of children. The Department of Education has also trained staff working in Head Start, Even Start and DOE classrooms. The Department of Health is collaborating with DHS and DOE to support the understanding and use of the TN-ELDS.*

*The TN-ELDS are correlated with the Environment Rating Scales, Head Start curriculum, K-12 curriculum, Creative Curriculum and are being used by special education to align with the objectives in IEPs and IFSPs. Plans are also being made to train parents in the guidelines and other topics in early childhood development along with the local community agencies working with children and parents.*

Describe how the State's plan supports or will support continued coordination among the programs. Are changes anticipated in the plan?

*As stated above, the Lead Agency has formed a working partnership (in the form of the State Child Care Partners group) with other state departments and both private and non-profit organizations to promote collaboration with the objective of assuring the best possible outcomes for children. This collaboration concentrates on providing a healthy, safe, learning environment so that children can achieve developmental milestones and be ready for school. Tennessee has formed a comprehensive system of support and staff development for providers through this collaboration. The collaboration is also seeking to partner with the community to encourage involvement in early childhood development and education through local and state contacts.*

*Tennessee does not anticipate any changes in its system of coordination and collaboration.*

## **2.2 Public Hearing Process**

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. (658D(b)(1)(C), §98.14(c)) At a minimum, the description must provide:

Date(s) of statewide notice of public hearing: June 2, 2005

Manner of notifying the public about the statewide hearing:

*The public was notified via Public News Release to 183 major media outlets statewide; direct mailing and/or e-mailing of notice of the Plan to specifically identified persons in state and local government, and a copy of the notice was added to the state's website for all interested persons.*

Date(s) of public hearing(s): *June 22, 23, and 24, 2005*

Hearing site(s): *June 22, 2005*

*Knoxville State Office Building*

*Conference Room C*

*521 Henley Street*

*Knoxville, TN*

June 23, 2005

Donnelley J. Hill State Office Building

Second Floor Auditorium

170 North Main Street

Memphis, TN

June 24, 2005

Citizens Plaza State Office Building

Second Floor Boardroom

400 Deaderick Street

Nashville, TN

How the content of the plan was made available to the public in advance of the public hearing(s):

The content of the plan was made available on the state's website at [www.state.tn.us/humanserv/](http://www.state.tn.us/humanserv/). The plan was also duplicated and distributed to interested parties upon request by mail or e-mail.

*A brief summary of the public comments will be included once completed.*

## **2.3 Public-Private Partnerships**

Describe (1) the activities, including planned activities, to encourage public-private partnerships that promote private-sector involvement in meeting child care needs, and (2) the results or expected results of these activities. (658D(b)(1), §98.16(d))

*The Department of Human Services, through the Child Care Facilities Corporation (CCFC), continues its Corporate Initiative. This initiative includes:*

- *Educating the community, especially employers, about the bottom-line benefits associated with public and private child care assistance;*
- *Facilitating collaborative initiatives that enable employers to share ideas as well as pool resources to address child care needs;*
- *Providing technical assistance and marketing tax incentive information to the corporate community; and*
- *Disseminating the "Kids At Work" brochure to new and expanding companies, the Chamber of Commerce, mayors, county executives, etc.*

*Additional initiatives that are funded with CCDF monies are the Quality Child Care Initiative of Anderson County, and the Nashville Supports Early Education Staff (SEES). The Quality Child Care Initiative of Anderson County (QCI) is a pilot program that partners with local businesses and organizations to provide information and services to the community regarding the needs of children in child care. QCI uses community resources to bring early childhood training and information to all areas of the county. Local business resources are matched with funds through CCFC. The expected result is an increase in public-private partnerships in the area in order to increase the availability and quality of child care.*

*Nashville SEES, managed by Tennessee Voices for Children, provides a substitute child care teacher initiative to place quality, full-time substitute child care teachers in Nashville area Head Start programs, child care centers, and family child care homes. This program aids providers in obtaining quality substitutes through a publicly funded organization.*

*Local collaboration efforts include a collaboration initiative in Memphis, TN where 45 community organizations are in partnership with government (local and state), business, foundations, health care, and social services groups have come together to promote a community priority for the quality early care and development of children. Another example of a public-private partnership is the Dolly Parton's Imagination Library. This is an example of a community initiative linking local governments with statewide programs, such as the TN Child Care Resource and Referral Network (CCR&R), to bring literacy to every child in Tennessee. Through this program every child born in a participating county receives one book a month from birth to age five. Chattanooga TN also has Project Ready for School that is a public-private partnership with the goal of assuring that every child enters school ready to learn. Project Ready for School encourages parents to get involved with their children's earliest learning experiences to help them develop the skills they need to start school ready to learn.*

## PART 3 CHILD CARE SERVICES OFFERED

### **3.1 Description of Child Care Services**

#### 3.1.1 Certificate Payment System

Describe the overall child care certificate process, including, at a minimum:

- (1) a description of the form of the certificate (98.16(k));
- (2) a description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to choice of the provider; (658E(c)(2)(A)(iii), 658P(2), 98.2, 98.30(c)(4) & (e)(1) & (2)) and
- (3) if the Lead Agency is also providing child care services through grants and contracts, estimate the mix of §98.50 services available through certificates versus grants/contracts, and explain how it ensures that parents offered child care services are given the option of receiving a child care certificate. (98.30(a) & (b)) This may be expressed in terms of dollars, number of slots, or percentages of services.

*1) The child care certificate is a one page, system generated form listing the eligible parent's name, address, chosen provider, eligibility type, eligibility period, child(ren) needing care, their payment schedule type and any assigned parent co-pay fee. The parent receives one copy for his/her records and another copy to present to his/her chosen provider. The certificate authorizes child care services. The provider is paid directly by the Lead Agency based on documentation of attendance through an invoice submitted by the provider on a monthly, semi-monthly, or bi-weekly basis, showing hours and days of each child's attendance. Please see item labeled **Attachment 3.A., Sample Child Care Certificate.***

*2) All Tennessee parents, including TANF and non-TANF, are interviewed in person upon the initial intake and eligibility process. During this interview, the family's child care needs are determined and the parent is oriented on the full range of provider types, elements of quality child care and what to look for when searching for quality child care services. Parental choice is the cornerstone of the certificate program. Lists of providers enrolled in the certificate program are made available to each parent. All parents are advised they may select from and receive subsidy assistance for the full range of providers, including formal, informal, unregulated or limited in-home care. If needed, an authorization form can be generated for a parent to present during their search to verify their eligibility. Additionally, all providers in the state are listed on the Lead Agency's Internet website at: [www.state.tn.us/humanserv/](http://www.state.tn.us/humanserv/). The website search provides parents with in-depth information about the provider such as: if they accept certificates, if they provide transportation services, what type of provider they are, the results of the provider's Report Card, provider participation in the Star Quality Program etc. This website allows parents access to information at their convenience at home, work or public Internet locations. Once the parent has made their choice of a provider and presents this information to the Lead Agency, the child is enrolled and a certificate is issued to the parent. TANF and transitional parents may receive retroactive assistance when pre-existing periods of eligibility have been determined.*

*3) Tennessee does not provide child care services through grants or contracts.*

3.1.2 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?

☐ Yes, and the following describes the types of child care services, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b))

☒ No

3.1.3 The Lead Agency must allow for in-home care but may limit its use. Does the Lead Agency limit the use of in-home care in any way?

☒ Yes, and the limits and the reasons for those limits are: (§§98.16(g)(2), 98.30(e)(1)(iv))

*In Tennessee, an individual may legally keep up to four (4)-unrelated children, along with any number of related children, without being licensed by the Lead Agency. An individual may apply to enroll in the Agency's certificate program and receive certificate subsidy payments for eligible children, but must agree to certain limitations in order to participate in the program. Notably,*

- 1) *An enrolled unregulated provider must limit the number of unpaid related children under the age of 13 years to two children.*
- 2) *An enrolled unregulated provider must limit the number of paid children to four for a total of six related and unrelated children in care.*
- 3) *An applicant for unregulated care must conform to the basic health and safety checklist.*
- 4) *An applicant for unregulated care must be age 21 or older.*

*As of January 1, 2005, the Lead Agency stopped child care payments to unregulated providers caring for children in the child's own home with the following exception: Providers who live at the same address as the children they care for may be eligible to receive payment as an unregulated provider if it is their home in which the child is living.*

*Unregulated providers, even relatives, must meet basic character and capability standards for the moral and physical safety of the child. Each unregulated home, including the child's own home, must meet the basic health and safety requirements for the physical safety of the child. Certain exemptions are permitted for in-home care and for care provided by immediate relatives. Please see item labeled **Attachment Part 3.B, Unregulated Child Care Provider Health & Safety Checklist**. A parent has the right to appeal the Department's decision to not pay for an unregulated provider, which has been selected by the parent, when that provider fails to meet the basic requirements*

☐ No

3.1.4 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))

☒  
☐

Yes

No, and the following are the localities (political subdivisions) and the services that are not offered:

### **3.2 Payment Rates for the Provision of Child Care**

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care. These rates are provided as **Attachment Part 3.C., Child Care Assistance Program Provider Reimbursement Rates Including Star-Quality Bonus Payments.**

The attached payment rates were or will be effective as of **July 1, 2005**

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum:

- The month and year when the local market rate survey(s) was completed: **September 2004**. (§98.43(b)(2))
- A copy of the Market Rate Survey instrument and a summary of the results of the survey are provided as **Attachment Part 3.D., Determining Child Care Market Rates in the State of Tennessee**
- How the payment rates are adequate to ensure equal access based on the results of the above noted local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey): (§98.43(b))

*The Lead Agency performs an annual market rate analysis of statewide child care, with the latest being completed in September 2004, for purposes of planning the state fiscal year 2004/2005. This market analysis was from data tabulated from the Lead Agency's child care information database of all regulated child care providers across the state with fewer than 50% subsidy children enrolled and represents all geographic regions within the state. The analysis allows the Lead Agency to compare its reimbursement rates with the child care market rates. Based on the results of the market rate analysis, and budget considerations, the Lead Agency sets its provider rates dependent upon area, provider types, and child ages. The "area" variable is determined by ranking counties by population (2003) and per capita income (average for 2000-2002). Counties that place in the top 15 in **either** category are paid a higher rate, and for this market rate survey, 20 counties met one of the two criteria. Provider reimbursement rates for providers in the "Top 20" counties range between the 45th and the 73rd percentile of the market, and the remaining 75 counties rates range between the*



*46th<sup>h</sup> and the 81st percentile. Beginning in SFY 06 (7/1/05), a separate reimbursement rate is in place for infants (0-11 months) and toddlers (12-23 months). Previously, all children under 2 years of age were paid identical rates. A one-page analysis of these ranges and specific percentiles are provided in **Attachment Part 3.E., Fiscal Year 2005-2006 Provider Reimbursement Rates and Corresponding Percentiles.***

- Additional facts that the Lead Agency relies on to determine that its payment rates ensure equal access include: (§98.43(d))

*No additional facts offered*

- If the payment rates do not reflect individual rates for the full range of providers - center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents.

*Payment rates do reflect rates for the full range of providers.*

- At what percentile of the current Market Rate Survey is the State rate ceiling set? If it varies across categories of care, please describe.

*The Lead Agency has a long-term target of setting provider rates at the 70<sup>th</sup> percentile for all age ranges and for all types of care in relation to Market Rate Surveys. The rate increase effective 7/1/05 insures that all infant, toddler or preschool reimbursement rates are, at a minimum, at the 45<sup>th</sup> percentile. Provider payment rates for all types of regulated care in all counties for all age groups average at the 53rd percentile. The new state average percentile for all care types and all age levels is 53.43.*

- Does the State have a tiered reimbursement system (higher rates for child care centers and family child care homes that achieve one or more levels of quality beyond basic licensing requirements)?

☐ Yes. If yes, describe:

☒ No

*Tennessee has a Star-Quality Bonus Payment system for providers that achieve above the minimum licensing standards ("No Star") level. This bonus is paid above the standard reimbursement rates. Please see **Attachment Part 3.C., Child Care Assistance Program Provider Reimbursement Rates Including Star-Quality Bonus Payments.***

### 3.3 Eligibility Criteria for Child Care

- 3.3.1 Complete column (a) and (b) in the matrix below. Complete Column (c) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI).

			IF APPLICABLE	
Family Size	(a) 100% of State Median Income (SMI) (\$/month)	(b) 85% of State Median Income (SMI) (\$/month) [Multiply (a) by 0.85]	(c) Income Level, lower than 85% SMI, if used to limit eligibility	
			(d) \$/month	(e) % of SMI [Divide (d) by (a), multiply by 100]
1	2401	2041	1441	60
2	3140	2669	1884	60
3	3878	3297	2327	60
4	4617	3924	2770	60
5	5356	4552	3213	60

If the Lead Agency does not use the SMI from the most current year, indicate the year used:

*The income eligibility limits and co-pay fee tables were revised effective 7/1/05 to reflect changes in the state median income as reported in the Federal Register dated February 17, 2005 (vol. 70, no. 32). These are the estimates for a 4-person family for FY 2006.*

If applicable, the date on which the eligibility limits detailed in column (b) became or will become effective: **July 1, 2005**

- 3.3.2 How does the Lead Agency define “income” for the purposes of eligibility? Is any income deducted or excluded from total family income, for instance, work or medical expenses; child support paid to, or received from, other households; Supplemental Security Income (SSI) payments? Is the income of all family members included, or is the income of certain family members living in the household excluded? Please describe and/or include information as **defined below**. (§§98.16(g)(5), 98.20(b))

***Income***, for eligibility purposes, is defined as the gross household income of those family members counted within the household. This includes counting the work income from any teenage family member who is residing in the home and who is not attending school or a training program.

***Excluded income***, for eligibility purposes, is that amount paid out by the applying parent in child support as an absentee parent to another family; part time or summer employment of child or teenage family members who are still attending school or a training program; food stamps; certain education funds such as PELL grants.

- 3.3.3 Has the Lead Agency established additional eligibility conditions or priority rules, for example, income limits that vary in different parts of the State, special eligibility for families receiving TANF, or eligibility that differs for families that include a child with special needs? (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

☒ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

**Teen Parents:** *All teen parents in school applying for child care assistance must maintain satisfactory attendance and academic progress.*

**Minimum Participation Effort:** *All non-TANF low-income parents or caretakers applying for child care assistance must:*

- *Maintain full-time employment, education or a mix there of: and,*
- *Must earn a gross income that equals minimum wage or above for the number of hours worked.*

**Post-secondary Education:** *All non-TANF low-income parents or caretakers applying for child care assistance and are in post-secondary education or training must make satisfactory progress and participate in activities for 40 hours per week which combine education with work or other approved activities.*

☐ No

- 3.3.4 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

☐ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

☐ No

☒ Not applicable. CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.

**Note:** *Tennessee uses Social Services Block Grant funding for foster children in state custody. The Lead Agency does not administer the foster care program. That administrative agency is the Department of Children's Services.*

- 3.3.5 Does the Lead Agency allow CCDF-funded child care for children above age 13 but below age 19 who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☒ Yes, and the upper age is 19.

☐ No

3.3.6 Does the Lead Agency allow CCDF-funded child care for children above age 13 but below age 19 who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

- ☒ Yes, and the upper *age is 19*.  
☐ No

3.3.7 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))

- ☐ Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)  
☒ No

***Note:** Tennessee uses Social Services Block Grant funding for foster children in state custody. The Lead Agency does not administer the foster care program. That administrative agency is the Department of Children's Services.*

3.3.8 Does the State choose to provide child care to children in protective services? (§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))

- ☐ Yes  
☒ No

***Note:** The Lead Agency does not administer the protective services program. That administrative agency is the Department of Children's Services. The certificate program issues certificates at the request of the Department of Children's Services.*

### **3.4 Priorities for Serving Children and Families**

- 3.4.1 Describe how the State prioritizes service for the following CCDF-eligible children: (a) children with special needs, (b) children in families with very low incomes, and (c) other. Terms must be defined in Appendix 2. (658E(c)(3)(B))

*Tennessee Code 71-3-154 section (h)(1) specifies that an individual eligible for TANF assistance and who is participating in the work requirements will receive up to eighteen (18) months of child care assistance.*

*Tennessee Code 71-3-154 section (a)(5) specifies that an individual transitioning off of TANF assistance for any reason except for failure to cooperate with child support enforcement efforts and who is employed will receive eighteen (18) months of child care assistance.*

*Therein, the Lead Agency provides for the following priorities:*

- 1. Parents and caretakers receiving TANF cash assistance and in need of child care to meet their TANF work participation requirements.*
- 2. Parents and caretaker's transitioning off of TANF cash assistance and in need of child care to meet full-time work participation requirements and earning less than 60% of the state median income.*
- 3. When funding permits – Caretakers of TANF child-only cases in need of child care in order to work/attend school full time and earning less than 60% of the state median income.*
- 4. When funding permits - Non-TANF parents earning less than 60% of the state median income and who meet full-time work participation requirements.*
- 5. When funding permits - Non-TANF teen parents whose family earns less than 60% of the state median income and who meet full-time participation requirements.*
- 6. When funding permits - Non-TANF families which have a child with special needs and the family earns less than 60% of the state median income.*

- 3.4.2 Describe how CCDF funds will be used to meet the needs of: (a) families receiving Temporary Assistance for Needy Families (TANF), (b) those attempting to transition off TANF through work activities, and (c) those at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))

#### **(a) families receiving Temporary Assistance for Needy Families**

*The Lead Agency maintains a state subsidy for all TANF participants meeting participation requirements (Families First Child Care). Effective January 1, 2005, the Lead Agency introduced a new category of assistance, At-Risk Child-Only (ARCO). As funding permits, this program makes child care assistance available for 1 year to caretakers in TANF child cases who meet work/education qualifications.*

**b) those attempting to transition off TANF through work activities**

*The Lead Agency provides Transitional Child Care (TCC) for those families leaving TANF. TCC is available for 18 months following the termination of their cash assistance. There is no lifetime limit for the TCC assistance and a new eligibility period of 18 months is granted upon each instance of TANF closure.*

**c) those at risk of becoming dependent on TANF**

*When funding permits, an additional 12 months of child care assistance is provided following the expiration of the 18 month TCC period (At-Risk Child Care).*

3.4.3 Does the Lead Agency maintain a waiting list?

☐ Yes. If yes, for what populations? Is the waiting list maintained at the State level? Are certain populations given priority for services, and if so, which populations? What methods are employed to keep the list current?

☒ No. If no, does the Lead Agency serve all eligible families that apply?

☐ Yes

☒ No

*Effective July 1, 2004, Tennessee's waiting list was discontinued. As of that date, the waiting list contained approximately 20,000 children. As no additional Federal or State funding was forth coming, it was deemed to be an unnecessary administrative burden to maintain the waiting list.*

Are there other ways that the Lead Agency addresses situations in which funding is not sufficient to serve all families that are technically eligible under State policies? If so, describe.

*Low-income, non-TANF families who are unable to receive child care assistance may be referred to the Child Care Resource and Referral agency in their area to explore less costly child care options. These options include the use of Head Start programs, Pre-Kindergarten programs, non-profit community child care programs, community children child care programs, and regular child care programs which offer rates based on sliding fee scales or who offer scholarships.*

*Parents working at very low-income employment are advised of the Federal Earned Income Tax credit of which 40% -60% of their eligible tax credit can be taken out of their weekly paycheck and used to help offset child care expenses. Parents working in moderately higher income employment are advised to take advantage of the Child Care Tax Credit to help off set costs.*

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### **3.5 Sliding Fee Scale for Child Care Services**

- 3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as **Attachment Part 3.F., Parent Income Eligibility and Co-pay Fee Table FY 2005/2006.**

The attached fee scale was or will be effective as of July 1, 2005.  
Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

- ☐ Yes, and the following describes any additional factors that will be used:  
☒ No

- 3.5.2 Is the sliding fee scale provided in the attachment in response to question 3.5.1 used in all parts of the State? (658E(c)(3)(B))

- ☒ Yes  
☐ No, and other scale(s) and their effective date(s) are provided as Attachment \_\_\_\_.

- 3.5.3 The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$ 15,672.

The Lead Agency must elect ONE of these options:

- ☐ ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.  
☐ ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.  
☒ SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. The following describes these families:

*In Tennessee, only eligible families transitioning off of TANF and non-TANF families share in the cost of child care through an assigned parent co-pay fee. TANF families (very low income or no income) are not assigned a parent co-pay fee.*

- 3.5.4 Does the Lead Agency have a policy that prohibits a child care provider from charging families any unsubsidized portion of the provider's normal fees (in addition to the contributions discussed in 3.5.1)? (§98.43(b)(3))

- ☐ Yes. Please describe:  
☒ No.

3.5.5 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

*Assignment of co-pay fees is based on the non-TANF family's gross monthly household income. The fees in **Attachment Part 3.F., Parent Income Eligibility and Co-pay Fee Table FY 2005/2006** are shown in weekly amounts. These fees are based on a percentage of gross monthly income against a percentage of the state median income ranging 'up the ladder' in 21 tiers to ensure the tiers graduate in very small steps. The minimum tier in all family sizes start at 10% of the state median income with each tier increasing by 2.5% to the maximum at 60% of the state median income. Fees are based on the mid-point of each 2.5% range in income to minimize the effect of the lower end of each tier paying a significantly higher proportion than the higher end of each tier. The mid-points start at 2% in the first tier and range up to 8.8% in the 21<sup>st</sup> tier. In effect, the minimum tier for a family of two pays as little as 1.0% of its monthly income in fees for one child while the low end of the 21<sup>st</sup> tier (paying the highest proportion) pays a maximum of 9% of their monthly incomes in fees for one child.*



## **PART 4**

### **PROCESSES WITH PARENTS**

#### **4.1 Application Process / Parental Choice**

4.1.1 The following describes the process for a family to apply for and receive child care services (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a) through (e)). If the process varies for families based on eligibility category, for instance, TANF versus non-TANF, please describe. The description should include:

- How parents are informed of the availability of child care services and about child care options
- Where/how applications are made
- Who makes the eligibility determination
- How parents who receive TANF benefits are informed about the exception to individual penalties as described in 4.4
- Length of eligibility period including variations that relate to the services provided, e.g., through collaborations with Head Start or pre-kindergarten programs
- Any steps the State has taken to reduce barriers to initial and continuing eligibility for child care subsidies

*Families participating in Tennessee's TANF program and those transitioning off of TANF assistance, are informed by their TANF caseworker, verbally and by written notice, of all benefits and support services available to them to participate in the required work activities, including child care assistance. The TANF caseworker makes the eligibility determination for both TANF and transitional programs and then makes the determination for the need of child care assistance. The TANF caseworker informs the client about any exceptions to individual penalties at this time. In most Tennessee counties, the TANF caseworker and the certificate program child care worker are co-located in the same office. An electronic referral is issued by the TANF caseworker to the certificate program child care worker who then issues a notice to the parent to come in for the initial interview. The certificate program child care worker then explains the program rules and how to make child care arrangements. Walk-in clients can be seen the day of referral. TANF eligibility is redetermined by the TANF caseworker every six months. A separate redetermination with the certificate program child care office is not required. Transitional eligibility is for 18 months with a redetermination of eligibility every six (6) months through the certificate program office. The Transitional parent may mail or fax verification information to that office in lieu of an office interview.*

*Low-income, non-TANF families may apply directly to the certificate program child care office. Applications can also be received by mail. An initial interview is conducted to explain the program rules and to make child care arrangements. Non-TANF eligibility is redetermined six months (6) months. The Non-TANF parent may mail or fax verification information to that office.*

- 4.1.2 The following is a detailed description of how the State ensures that parents are informed about their ability to choose from among family and group home care, center-based care and in-home care including faith-based providers in each of these categories.

*Parents on the certificate program are provided with a randomized list of the providers that serve their area. The list includes all licensed providers including faith-based, family and group homes, and centers. Parents are also educated in the differences between types of care, including in-home options, and the corresponding reimbursement rate for each.*

#### **4.2 Records of Parental Complaints**

The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

*A record of all parental and non-parental complaints is encoded into and maintained by the Lead Agency's Tennessee Child Care Management System (TCCMS). Complaints can be made directly to a Licensing staff person in a local county office or made via a centralized Complaint Hotline. Complaints can be made by telephone, in person, electronically or by mail. Each complaint is entered into TCCMS, cross-referencing a provider and sent to a DHS Program Evaluator. The Program Evaluator completes an investigation of the complaint and then the results are entered into the same system. The number and type of substantiated complaints on any individual provider is made available to the general public upon request to the local licensing office.*

#### **4.3 Unlimited Access to Children in Child Care Settings**

The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

*Parents have unlimited access to their children enrolled in all types of care throughout the state. For regulated providers this access is documented in Tennessee State Law located at TCA 1240-4-1-.03 (d). The Certificate Program Unregulated Provider Policy Guidebook states that unregulated providers are required to “allow the parent or caretaker to see their children any time while they are in your care” and an agreement must be signed by the providers who wish to receive subsidy payments. The Policy Guidebook is provided as **Attachment Part 4.A., Child Care Certificate Program Unregulated Provider Policy Guidebook.***

#### **4.4 Criteria or Definitions Applied by TANF Agency to Determine Inability to Obtain Child Care**

The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

*Tennessee and its Lead Agency operate its TANF program under federal waiver. The waiver is part of the Lead Agency's TANF State Plan of Operations. The plan specifies that participants are exempt from the work requirement when the Lead Agency cannot provide assistance with certain support services, e.g., transportation or child care. Participants are informed at the eligibility interview and by information brochures screened and approved by the Tennessee Justice Center, Tennessee's leading legal advocacy organization for low-income citizens. Please see **Attachment Part 4.B., State TANF Plan of Operation-excerpt.***

NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is: The Tennessee Department of Human Services.

- "appropriate child care":  
*Appropriate child care is that care which, at a minimum, meets the state child care licensing standards or the health and safety checklist for unregulated home providers established by the Lead Agency for these types of care arrangements*
- "reasonable distance":  
*The distance from the parent's home to the child care arrangement is considered "reasonable" travel when the care location is within walking distance, or access to personal, other private or public transportation is known to be available to that parent. The Child Care Certificate Program staff try to help all parents locate child care within a distance which is reasonable to them*

- "unsuitability of informal child care":  
*Informal or unregulated care is considered unsuitable when it does not accommodate the parent's work schedule or his/her need for reliability. The unregulated provider who does not meet Lead Agency's requirements for appropriate character or capability to provide safe care is considered unsuitable. Also, the care setting which does not meet the Lead Agency's minimal requirements for health and safety is considered unsuitable.*
- "affordable child care arrangements":  
*An affordable child care arrangement is care provided by those agencies and individuals who are participating in the Lead Agency's certificate program for subsidized assistance and with whom the arrangement was selected by the parent*

## **PART 5**

### **ACTIVITIES & SERVICES TO IMPROVE THE QUALITY AND AVAILABILITY OF CHILD CARE**

#### **5.1 Quality Earmarks and Set-Asides**

- 5.1.1 The Child Care and Development Fund provides earmarks for infant and toddler care and school-age care and resource and referral services as well as the special earmark for quality activities. The following describes the activities; identifies the entities providing the activities; and describes the expected results of the activities. For the infant and toddler earmark, the State must note in its description of the activities what is the maximum age of a child who may be served with such earmarked funds.

#### **Infants and toddlers:**

*The maximum age of a child served through earmarked funds is 36 months.*

*The CCR&R Network has eight Infant/Toddler (I/T) specialists. The I/T specialists train and work with Resource and Referral (R&R) specialists at the eleven CCR&R sites across the state to provide resources and training on best practice for providers serving infants and toddlers. The I/T specialists also work directly with child care providers by means of visiting child care facilities and providing on-site technical assistance and training. Both I/T specialists and R&R specialists train providers in Program for Infant/ Toddler Caregivers (PITC) and Creative Curriculum. I/T specialists collaborate with the Department of Education and Department of Health to assure consistent quality of services and shared knowledge. I/T specialists also research current best practice to share with all collaborators. Additionally, the Tennessee Child Care Provider Training (TN-CCPT) trainers, who are housed in and who staff the CCR&R Network, are proficient in the **PITC** model, as well as the Creative Curriculum. TN-CCPT training includes a component encouraging providers to participate in I/T targeted, on-site technical assistance in order to put concepts learned in I/T training into practical application.*

*Instructors within the Tennessee Early Childhood Training Alliance (TECTA) are also proficient in PITC and Creative Curriculum. Via the components of the Report Card and Star Quality Program, all I/T providers are encouraged to attend TECTA's specialized 30-hour orientation for caregivers of infants and toddlers. TECTA also provides mentoring for I/T caregivers working to complete documentation for assessment for the Child Development Associate (CDA), Infant Toddler specialization.*

*The lead agency received an Infant/Toddler Initiative grant through the National Infant & Toddler Child Care Initiative in 2004-2005. This grant provided national expertise in working toward Tennessee's goals of: improving Environment Rating Scale scores in health and safety for infants and toddlers; the involvement of faith-based and other community agencies in increasing the affordability and availability of infant and toddler care; and increasing access to quality I/T care for TANF and low income working families. As a result*

*of the grant, several types of outreach activities are planned to raise community and provider awareness of the need for quality infant/toddler care. The team is comprised of representatives from state departments, provider representatives and other private non-profit child serving agencies that will continue to meet on a regular basis to promote the defined goals and work to incorporate infant/toddler services into all systems. The Lead Agency has also designated a DHS Program Manager to coordinate activities and provide leadership to the group.*

*Expected results are that child care provider's scores on the Infant/Toddler Environment Rating Scale -Revised will increase. Tennessee will experience an increase in the number of providers offering infant/toddler services. Community agencies and parents will be aware of the need for quality infant/toddler care and will support efforts to provide this care to low-income and TANF families.*

### **Resource and referral services:**

*The Lead Agency provides Child Care Resource and Referral (CCR&R) services for parents, caregivers and child care providers through a network of eleven (11) CCR&R sites across the state. Signal Centers, Inc., by contract with the Lead Agency, manages the network and provides the services statewide through sub-contracts with eleven (11) private non-profit organizations and/or Tennessee Higher Education Commission institutions.*

*The CCR&R Network assists child care providers in improving their programs and/or practices, improving health and safety outcomes for children in care and in the successful inclusion of children with special needs by providing targeted technical assistance, training, lending library and telephone consultation services. The CCR&R Network supports this endeavor by providing fifty-nine (59) R&R specialists, eight (8) Infant/Toddler specialists, a school-age coordinator, a family child care coordinator, and a health and inclusion coordinator. The Network also publishes a quarterly newsletter sent to all child care providers with a local training availability calendar and articles of interest on current trends and best practice.*

*CCR&R staff provides referral services to parents and caregivers seeking child care. Additionally, parents and caregivers are provided consumer education regarding quality child care on a one-on-one basis. CCR&R provides community outreach for individualized initiatives that fit local community needs as defined by a local needs assessment. The initiatives promote the expansion of quality child care through collaboration with community agencies, private business and other interested parties. Initiatives include parent and provider education on a variety of topics that are designed to increase awareness of the need for and the knowledge of quality early childhood education. Additionally, the Lead Agency makes available an Internet web site at [www.state.tn.us/humanserv/childcare.htm](http://www.state.tn.us/humanserv/childcare.htm) to aid parents and the public in obtaining detailed information on all licensed providers within the state. The information available includes the addresses, contact information, hours of operation, type of facility, capacity, whether the provider offers transportation services and/or accepts certificate program participants. The providers' Report Card and Star Quality Scores are also available on this site.*

*The expected results of Tennessee's CCR&R activities are that child care providers will improve their programs and/or practices, increase their knowledge of child development, and implement research-based early childhood education curricula. It is expected that the health outcomes for children in care will improve and that children with special needs will be successfully integrated into quality child care programs. The performance measurements for these expected outcomes will be increased ratings for providers on the Environment Rating Scales resulting in higher Report Card scores and increased participation in the Star-Quality Program.*

*Parental motivation and expertise in selecting quality child care is expected to increase as the resource and referral process is now taking place on a local level through the eleven CCR&R Network sites across the state. Local CCR&R's are also expected to increase parent knowledge of such issues as child development, the importance of early childhood education and developmentally appropriate behavior management. Parent satisfaction and knowledge will be measured through surveys.*

#### **School-age child care:**

*Technical assistance and support to develop and/or expand school-aged child care programs for children six (6) through twelve (12) years of age is available through Child Care Resource & Referral (CCR&R) Network. A CCR&R Network statewide School-Age coordinator provides research based training to CCR&R specialists, as well as to child care providers themselves. The coordinator promotes increased school-age care among child care providers and works with local Tennessee School-Age Care Alliance (TennSACA) groups to encourage collaboration and consistency of practice. A specialized 30-hour orientation course for school-age caregivers is available through the Tennessee Early Childhood Training Alliance (TECTA) program statewide. The CCR&R specialists use site visits, lending library resources, and telephone consultation to assist providers with designing curricula for before and after school activities, school holidays and full-time care during summer months.*

*Through increased training and technical assistance designed specifically for the needs of the school-age population, it is expected that providers will improve the quality of their school-aged programs as evidenced by higher scores on the School Age Environment Rating Scale (SACERS). Through the promotion efforts of the School-Age Coordinator, it is expected child care providers will increase the number of school-age classrooms and the number of children in school-age care.*

- 5.1.2 The law requires that not less than 4% of the CCDF be set aside for quality activities. (658E(c)(3)(B), 658G, §§98.13(a), 98.16(h), 98.51) The Lead Agency estimates that the following amount and percentage will be used for the quality activities (not including earmarked funds):

\$ 9,300,000 ( 6 %)

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5.1.3 Check either "Yes" or "No" for each activity listed to indicate the activities the Lead Agency will undertake to improve the availability and quality of child care (include activities funded through the 4% quality set-aside as well as the special earmark for quality activities). (658D(b)(1)(D), 658E(c)(3)(B), §§98.13(a), 98.16(h))

	Yes	No
• Comprehensive consumer education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Grants or loans to providers to assist in meeting State and local standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Monitoring compliance with licensing and regulatory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Professional development, including training, education, and technical assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Improving salaries and other compensation for child care providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Activities in support of early language, literacy, pre-reading, and early math concepts development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Activities to promote inclusive child care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Healthy Child Care America and other health activities including those designed to promote the social and emotional development of children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1) and (2))	<input checked="" type="checkbox"/>	<input type="checkbox"/>



- 5.1.4 Describe each activity that is checked "Yes" above, identify the entity(ies) providing the activity, and describe the expected results of the activity.

***Comprehensive consumer education:***

*A “parent pack” of materials to include a comprehensive brochure entitled “A Parent’s Guide to Choosing Quality Child Care in Tennessee,” has been produced by Tennessee State University (TSU) to educate parents about quality child care in Tennessee and to aid them in searching for and choosing a quality provider. Approximately 100,000 parent packs have been distributed since April of 2004. This brochure provides information and instruction on a variety of quality issues such as licensed child care options, understanding provider Report Cards, looking for Star rated providers, making visits, how to observe the caregivers, teachers and the children, Child Care Resource & Referral Centers, etc. This parent pack is distributed to the CCR&R Centers, Child Care Licensing Staff, and to the Child Care Certificate Program offices who, in turn, use them in their consumer education efforts with parents and the community. CCR&R staff also provides one-on-one consumer education, information, and topic specific brochures to parents that they encounter at birth fairs and via parent referrals.*

*Tennessee has also created Internet sites developed to help parents make better-informed decisions regarding their child’s care. A full listing of all regulated child care providers along with specific information regarding their Star Quality Component Scores can be found at <http://www.state.tn.us/humanserv/childcare/providers-map.htm> and a full description along with more detailed information about Tennessee’s Star Quality Program can be accessed at <http://tnstarquality.org/>*

*Additionally the Tennessee Infant/Toddler Initiative is developing several products, such as bookmarks, that list Infant/Toddler resources for child care providers, refrigerator magnets with the CCR&R toll free number for child care referrals, and child development inserts for packets to be given to new parents at hospitals. The Initiative is using information from United Way’s **Born Learning** campaign to link to resources and materials that are being used statewide to promote awareness of quality child care and child development. This information may be found at [www.bornlearning.org](http://www.bornlearning.org). The Initiative plans to mount a comprehensive funding campaign to produce these products through the local CCR&R’s.*

*It is expected that parents will have the information and support necessary to make well informed choices concerning the care of their children.*

***Improving the monitoring of compliance with licensing and regulatory requirements:***

*Tennessee has 168 state employee Licensing Program Evaluator positions that are funded with CCDF dollars. The Lead Agency has changed its unannounced visit policy to require a minimum of four (4) to six (6) unannounced visits (depending upon the agency’s Star Rating) and at least one (1) announced visit per year for each licensed provider in the state. In addition, the Program Evaluators will perform a minimum of one (1) additional unannounced visit per year for agencies that provide child care transportation services. They also complete complaint investigations that have resulted from calls to the state’s Child*

*Care Complaint Hotline or that have been received directly by representative of the local licensing offices. By frequent monitoring of providers around compliance with state regulations, the Lead Agency provides close regulatory oversight of the industry, identifies providers in need of assistance from the Child Care Resource and Referral Network, and brings legal enforcement action if necessary.*

*It is expected that the health and safety of Tennessee's children in child care will continue to be assured.*

***Professional development, including training, education, and technical assistance:***

*CCDF funds will be used to continue the Tennessee Early Childhood Training Alliance (TECTA), a comprehensive, articulated provider training system provided through agreements with Tennessee Board of Regents (TBR) schools. TECTA provides funds for a free 30-hour orientation for providers and assists providers with tuition supplements for college-level courses leading to the Child Development Associate (CDA) credential. TECTA orientations are offered in the fields of center-based (focus on preschool-age), administration, infant/toddler, school-age and family child care. Providers are also assisted with mentoring and financial aid to encourage them to obtain a CDA after completing five college-level classes. Providers are encouraged and financially supported in the continuance of their education towards Associate's, Bachelor's and Master's degrees.*

*The CCR&R Network manages eleven (11) Child Care Resource & Referral (CCR&R) sites across the state to assist providers in improving their programs and practices, assuring good health outcomes for children in care and successfully including children with special needs in their programs. Network management ensures the CCR&R sites provide consistent services to child care providers. CCR&R manages the Tennessee Child Care Provider Training (TN-CCPT) program in collaboration with Tennessee State University (TSU). TSU provides curriculum development and train-the-trainer institutes for CCR&R specialists who in turn provide continuous training on a variety of topics for providers. CCR&R specialists also provide on-site targeted technical assistance, lending library resources and telephone consultation.*

*CCR&R and TECTA work together to encourage providers to attend the 30-hour free orientation and to continue in college-level courses to obtain a CDA. The CCR&R Network also provides targeted technical assistance following TN-CCPT training so that providers can apply principles learned during training to practical implementation in their classrooms. The training offered by CCR&R, TECTA orientations and college-level courses offer the child care provider a comprehensive system of professional development. Expected results from this professional development system are an increase in the number of child care providers receiving their Child Development Associate designation and an increase in the number of providers choosing to attend academic classes in early childhood development and education. Providers will be able to apply learned principles of child development and care in classrooms. Outcomes for children will include increases in quality of care, increased readiness for school and a safer learning environment.*

*The measurement for these outcomes will be increased assessment scores for providers on the Environment Rating Scales resulting in increased Star ratings.*

***Activities in support of early language, literacy and numeracy development:***

*The Tennessee Child Care Provider Training (TN-CCPT) program is providing “HeadsUp! Reading” courses throughout the state. This effort is a collaborative effort between TN-CCPT, the Head Start State Collaboration Office, and the Tennessee Departments of Human Services and Education. Heads-Up! Reading is a 30-hour, research-based college course on early literacy broadcast through satellite television and the Internet to train early educators who work with children birth through age five. Broadcasts are taped and CCR&R sites use the taped courses to train providers on how to lay a solid base for early literacy practices in the child care classrooms. Each tape includes discussions of participants from a variety of areas. In addition to the tapes, lessons are available for download from the Internet for use during the workshops. Heads Up! Reading is also offered via live satellite broadcast for college credit at Tennessee Higher Education Commission institutions. Information about Heads-Up! Reading can be found at [www.heads-up.org](http://www.heads-up.org).*

*Tennessee’s Early Learning Developmental Standards (TN-ELDS), which cover all domains of early learning to include early language, literacy and numeracy, have been completed, printed and distributed to all child care providers. Copies are also available for loan through the local CCR&R sites. The CCR&R Network has trained its entire staff, who, in turn, are training providers through introductory classes on the usage of the TN-ELDS. TECTA and CCR&R are also integrating TN-ELDS in all facets of Tennessee’s system of professional development. The Department of Education has also trained staff working in Head Start, Even Start and DOE classrooms. The Department of Health is collaborating with DHS and DOE to support understanding and use of the TN-ELDS. The objective of these TN-ELDS related activities is to promote understanding of child development, learning expectations and performance indicators so that caregivers will understand how children learn and how to tailor child care early education practices to meet children’s specific needs.*

*The TN-ELDS have been correlated with the Environment Rating Scales, Head Start curriculum, K-12 curriculum, Creative Curriculum and are being used by special education to align with the objectives in IEPs and IFSPs. Plans are also being made to introduce the TN-ELDS to parents and to local community agencies working with children and parents. There are additional plans being made to include the usage of the TN-ELDS in the criteria for the Report Card and Star Quality program.*

*It is expected as a result of these early learning activities that children will show an increased readiness for school, and parents and providers will have a better understanding of child development and the activities that promote appropriate development.*

***Activities to promote inclusive child care:***

*The Child Care Resource & Referral (CCR&R) Network partners with the Department of Health and the Tennessee Council on Developmental Disabilities to provide an array of*

*services to promote inclusive child care. The CCR&R Network has a state wide Health, Safety and Inclusion Coordinator who works with individual CCR&R specialists, local health departments, Department of Education staff and other private and non-profit organizations, working with young children, to disseminate the latest information on best practices for inclusion. The Health, Safety and Inclusion Coordinator promotes health and inclusion activities at the CCR&R sites designed to help providers and parents locate and utilize available local, state and federal resources that make the inclusion of children with disabilities and/or special health care needs successful. The Health, Safety and Inclusion Coordinator also works collaboratively with Tennessee's Early Intervention System (TEIS) to help parents locate resource for infants and toddlers up to 2 years of age with special educational needs. The CCR&R Centers provide on-site consultation and technical assistance, upon request, to providers, and lend materials from their resource library, including adaptive equipment and other tangible resources, to assist in the inclusion of children with special needs. The Lead Agency serves on the Department of Education's Interagency Coordinating Council and a task force to promote funding for IDEA Part C activities*

*Expected outcomes are an increase in the number of children with special needs attending child care and improved health and safety practices for this child care population. Children with special needs will be prepared for entrance into the school system.*

***Healthy Child Care America:***

*Through the Healthy Child Care America grant, the Department of Health (DOH) in collaboration with Department of Human Services provides training and partial funding for the health consultants placed in each of the eleven CCR&R sites. It should be noted that for state fiscal year 2005-2006, funding through the Healthy Child Care America grant will be increased by an additional \$50,000.00. The purpose of the program is to effectively integrate health activities into services for children in early childhood. CCR&R Network's statewide Health, Safety and Inclusion Coordinator also works closely with DOH staff to collaborate with local Health Departments, providers, parents and other community agencies involved with the health and safety of children to promote best practices.*

*It is expected that child care providers, in partnership with families, will promote the healthy development of young children in child care. Additionally, an increased access to preventive health services and safe physical environments for children are expected form this collaboration. Health and safety scores are expected to improve on the Environment Rating Scales.*

***Other quality activities that increase parental choice, and improve the quality and availability of child care:***

*Using CCDF funds, the Lead Agency will continue to fund and administer the state's quality rating system entitled The Tennessee Report Card and Star Quality Program. This quality rating system, by state statute, requires all licensed child care providers to undergo an annual evaluation and to receive a report card detailing the results of the evaluation. The report card must be posted in a prominent location within all licensed agencies to help*

*parents identify and choose a quality provider. Agencies that exceed minimum licensing standards receive a 1-Star, 2-Star, or 3-Star rating and are eligible to receive a rated child care license. Providers who are enrolled in the CCDF certificate program and receive a rated child care license (1-, 2-, or 3-Stars), may participate in a Star Quality bonus program that is based upon a percentage of the appropriate base provider rate.*

*CCDF funding for the Report Card and Star Quality Care Program also covers the staffing and training of the Child Care Assessment Units that conduct annual classroom level assessments of licensed child care agencies using the Environment Rating Scales.*

*The University of Tennessee will continue to support the Lead Agency with updates to Environment Rating Scales notes, and provision of training and technical assistance to the Program Assessors. The university will continue to collect data from assessments for evaluation of the Report Card and Star Quality Program. University staff will have close communication with the CCR&R Network so child care providers and parents may benefit from assessment information.*

*The expected outcome is that provider assessment scores will continue to improve through the offering of technical assistance targeted to improve low scores. Agency star ratings will increase indicating an increase in the quality of the care given to children attending the child care in the state of Tennessee.*

5.1.5 Is any entity identified in sections 5.1.1 or 5.1.4 a non-governmental entity?

☒ Yes, the following entities named in this part are non-governmental:

*Signal Centers of Chattanooga - Private Non-Profit Private non-profit organization  
(contract for the network management of the Child Care Resource and Referral)*

***Four Child Care Resource and Referral Centers are contracted with Tennessee Higher Education Commission Colleges or Universities.***

*Tennessee Technological University  
Tennessee State University  
University of Tennessee-Knoxville  
University of Tennessee-Martin*

***Seven Child Care Resource and Referral Centers are contracted to private non-profit organizations.***

*Community Development Center  
Developmental Services of Dickson  
Michael Dunn Center  
Signal Centers  
Upper East Human Development Agency  
Kiwanis Center for Child Development  
Family Services of the Mid-South in collaboration with LeBonheur Hospital*

☐ No.

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## **5.2 Good Start, Grow Smart Planning and Development**

This section of the Plan relates to the President's *Good Start, Grow Smart* initiative which is envisioned as a Federal-State partnership that creates linkages between CCDF, including funds set-aside for quality, and State public and private efforts to promote early learning. In this section, each Lead Agency is asked to assess its State's progress toward developing voluntary guidelines on language, literacy, pre-reading, and early math concepts and a plan for the education and training of child care providers. The third component of the President's *Good Start, Grow Smart* initiative, planning for coordination across at least four early childhood programs and funding streams, was addressed in Section 2.1.2.

**5.2.1 Status of Voluntary Guidelines for Early Learning.** Indicate which of the following best describes the current status of the State's efforts to develop research-based early learning guidelines (content standards) regarding language, literacy, pre-reading, and early math concepts for three to five year-olds.

- ☐ **Planning.** The State is planning for the development of early learning guidelines. Expected date of plan completion: \_\_\_\_\_
- ☐ **Developing.** The State is in the process of developing early learning guidelines. Expected date of completion: \_\_\_\_\_
- ☐ **Developed.** The State has approved the early learning guidelines, but has not yet developed or initiated an implementation plan. The early learning guidelines are included as Attachment \_\_\_\_\_
- ☒ **Implementing.** In addition to having developed early learning guidelines, the State has embarked on implementation efforts which may include dissemination, training or embedding guidelines in the professional development system. A link to the guidelines can be found at: <http://www.state.tn.us/education/ci/cistandards2001/earlychildhood/ciearlychidcover.htm>
- ☐ **Revising.** A State has previously developed early learning guidelines and is now revising those guidelines. The guidelines are included as Attachment \_\_\_\_\_
- ☐ **Other (describe):**

Describe the progress made by the State in developing voluntary guidelines for early learning since the date of submission of the 2004-2005 State Plan.

*As stated above, the guidelines have been fully developed and are in the process of being implemented.*

If developed, are the guidelines aligned with K-12 content standards?

- ☒ Yes. If yes, describe.

*The Department of Education correlated the TN-ELDS with K-12 content standards. The Board of Education passed the TN-ELDS after two readings, assuring that the early learning standards (guidelines) were indeed aligned with the State's K-12 content standards.*

☐ No.

Please attach a copy of the guidelines. If the guidelines are available on the web, provide the appropriate

Web site address:

<http://www.state.tn.us/education/ci/cistandards2001/earlychildhood/ciearlychidcover.htm>

**5.2.2 Domains of Voluntary Guidelines for Early Learning.** Do the guidelines address language, literacy, pre-reading, and early math concepts?

☒ Yes  
☐ No

Do the guidelines address domains not specifically included in *Good Start, Grow Smart*, such as social/emotional, cognitive, physical, health, creative arts, or other domains?

☒ Yes. If yes, describe.

*Section 1: Speech and Language Development*

*Section 2: Early Literacy*

*Section 3: Math and Science*

*Section 4: Social Studies*

*Section 5: Creative Arts*

*Section 6: Social and Emotional Development*

*Section 7: Physical Development*

☐ No

Have guidelines been developed for children in age groups not specifically included in *Good Start, Grow Smart* (children other than those aged three to five)?

☒ Yes. If yes, describe.

*The TN-ELDS start at age zero and extend through age 60 months.*

☐ No

**5.2.3 Implementation of Voluntary Guidelines for Early Learning.** Describe the process the State used or expects to use in **implementing** its early learning guidelines. How are (or will) community, cultural, linguistic and individual variations, as well as the diversity of child care settings (be) acknowledged in implementation? Materials developed to support implementation of the guidelines include:

*A PowerPoint presentation which was developed as part of the TN-CCPT train-the trainer package and will be used by certified trainers to train providers and others using the TN-ELDS. The presentation is available upon request.*

*As stated before, Tennessee's Early Learning Developmental Standards (TN-ELDS), which cover all domains of early learning to include early language, literacy and numeracy, have been completed, printed and distributed to all child care providers. Copies are also available for loan through the local CCR&R sites. The CCR&R Network has trained its entire staff, who, in turn, are training providers through introductory classes on the usage of the TN-ELDS. TECTA and CCR&R are also integrating TN-ELDS in all facets of Tennessee's system of professional development. TECTA provided TN-ELDS information and implementation planning for 50 higher education faculty and administrators via a Higher Education Institute. The Department of Education has also trained staff working in Head Start, Even Start and DOE classrooms. The Department of Health is collaborating with DHS and DOE to support understanding and use of the TN-ELDS. The objective of these TN-ELDS related activities is to promote understanding of child development, learning expectations and performance indicators so that caregivers will understand how children learn and how to tailor child care early education practices to meet children's specific needs. The TN-ELDS have been written in such a way that providers can take into account and tailor the curriculum to community, local, cultural, linguistic and individual variations, as well as the specific diversity of the child care setting.*

*The TN-ELDS have been correlated with the Environment Rating Scales, Head Start curriculum, K-12 curriculum, Creative Curriculum and are being used by special education to align with the objectives in IEP's and IFSP's. State funded child care providers will only be allowed to use curricula that has been proven to correlate with the competencies defined in the TN-ELDS. Plans are also being made to introduce the TN-ELDS to parents and to local community agencies working with children and parents. Additionally, plans are being made to include usage of the TN-ELDS in the criteria for the Report Card and Star Quality program.*

**5.2.4 Assessment of Voluntary Guidelines for Early Learning.** As applicable, describe the State's plan for **assessing** the effectiveness and/or implementation of the guidelines. Written reports of these efforts are included at Attachment \_\_\_\_.

*The Lead Agency is in the process of researching the best methods to assess the effectiveness of the guidelines. Data will be available to determine how many providers have received training on the use of the TN-ELDS through the CCR&R and strategies for measuring child-level outcomes associated with the TN-ELDS are being developed.*



**5.2.5 State Plans for Professional Development.** Indicate which of the following best describes the current status of the State's efforts to develop a professional development plan for early childhood providers that includes all the primary sectors: child care, Head Start, and public education.

- ☐ **Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and early math concepts.
- ☐ **Developing.** A plan is being drafted. The draft is included as Attachment \_\_\_\_\_
- ☐ **Developed.** A plan has been written but has not yet been implemented. The plan is included as Attachment \_\_\_\_\_
- ☐ **Implementing.** A plan has been written and is now in the process of being implemented. The plan is included as Attachment \_\_\_\_\_
- ☒ **Other (describe):**

*Has Been Implemented. Tennessee's system of professional development was initiated in 1993 with the creation of TECTA and has continued to grow over the years.*

Describe the progress made by the State in a plan for professional development since the date of submission of the 2004-2005 State Plan.

*The Lead Agency's system of professional development was developed in conjunction with the Governor's Child Care Task Force, the Departments of Health and Education, Council on Developmental Disabilities, Tennessee Higher Education Commission institutions, child care providers and other early childhood education specialists. The system addresses all categories of licensed providers and provides a continuum of training and education. The majority of training and professional development is offered free of charge or at minimal cost and at times convenient for the provider. The state sanctioned delivery of professional development services is accomplished through a series of contracts and sub-contracts with the colleges and universities of the Tennessee Higher Education Commission system, the CCR&R Network and the Tennessee Family Child Care Alliance. The state maintains quality assurance by participating in the approval of all trainers involved in the system, as well as the training content itself. The type and amount of training is monitored and tracked through the Child Care Licensing unit and is part of the statutorily required annual provider report card evaluation. Assessment of the effectiveness of training is accomplished by a comparison of caregiver level Program Assessment scores with the actual type and amount of training attended by the caregiver.*

### **Training**

*Specialized training is provided through the approved Tennessee Child Care Provider Training (TN-CCPT) format. This format focuses on five content areas (as identified by the Tennessee Department of Human Services) – Administration, Child Development, Early Childhood and Childhood Education, Health and Safety, and Developmentally Appropriate Behavior Management.*

*Signal Centers, through a sub-contract with Tennessee State University, will provide Train-the-Trainer Institutes for CCR&R's during the 2005-2006 program year. This will facilitate high-quality, consistent training resource availability. A few examples of Train-the-Trainer Institutes include Technical Assistance Strategies to Enhance Effectiveness, "PlaySafe! BeSafe" (fire safety), Practical Strategies for Helping Children Develop Positive Character, Service Learning, Enhancing Knowledge about the Environment Rating Scales, and PITC – Part II (Modules III, IV).*

*A consistent delivery system comprised of training series, workshops, and self-study opportunities are provided throughout the CCR&R service areas. Each of the eleven CCR&R sites provide a combination of delivery systems in each content area that allows providers to individualize training to meet their personal and programmatic needs, as well as to fulfill their training obligations for licensure in a timely and appropriate manner. Disseminating training in this fashion empowers providers to gain knowledge in the most beneficial and helpful manner.*

### ***Tennessee Early Childhood Training Alliance***

*Research shows that quality early childhood education plays an important role in preparing children to enter school ready to learn. The key to quality programs is the preparation of personnel with whom young children spend a significant portion of their time.*

*The Tennessee Early Childhood Training Alliance (TECTA) represents the first statewide early childhood training and professional recognition system in the nation, administered by higher education, to include orientation training through advanced degree programs. The TECTA statewide training system is based upon the belief that early childhood education personnel need professional knowledge and skills to provide appropriate care for young children. The primary goal is improving the quality of early childhood education by providing articulated preparation programs.*

*TECTA classes involve child care providers, higher education, professional associations, state agencies, the business community, and parents.*

*Course work, is based upon national standards for preparation of professional early childhood personnel. The program provides articulation between post-secondary certificate and degree programs when students meet higher education admission requirements.*

*There are consortia of higher education institutions that serve child care providers in all ninety-five Tennessee counties. TECTA is supported by the Tennessee Department of Human Services. Tennessee State University provides management, training, and technical assistance. Additional information can be obtained through the TECTA website, <http://www.tecta.info/>*

***Project T.O.P.S.T.A.R. (Tennessee's Outstanding Providers Supported Through Available Resources)***

*T.O.P.S.T.A.R. is a program within the Tennessee Family Child Care Alliance providing technical assistance and professional development to family child care providers by offering highly trained and highly motivated mentors to assist new providers or those who want to improve the quality of their care. Working together as a team, the mentor guides the protégé to set three goals. Once the goals have been identified, the mentor/protégé team narrows the focus of their 20-hour commitment. Through hands-on, one-on-one availability, the experience and knowledge shared by the mentoring provider enables the protégé to bypass some of the pitfalls of the childcare business. The protégé, in turn, offers the mentor contagious enthusiasm as her growing skills builds confidence and professional self-esteem. Such guidance has proven to be an invaluable resource resulting in the improvement of the quality of care for children, which is our ultimate goal.*

If your State has developed a plan for professional development, does the plan include:	Yes	No
A link to Early Learning Guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Continuum of training and education to form a career path	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Articulation from one type of training to the next	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality assurance through approval of trainers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality assurance through approval of training content	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A system to track practitioners' training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment or evaluation of training effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State Credentials – Please state for which roles (e.g. infant and toddler credential, directors' credential, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specialized strategies to reach family, friend and neighbor caregivers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For each Yes response, reference the page(s) in the plan and briefly describe the Lead Agency's efforts.

*As stated before, Tennessee is far beyond the planning stage regarding professional development. Please reference the descriptions of the CCR&R Network, TECTA, T.O.P.S.T.A.R., and the Early Learning Standards in this section and in sections 5.2.1, 5.2.2, 5.2.3, and 5.2.4.*

For each No response, indicate whether the Lead Agency intends to incorporate these components.

*The Lead Agency is planning to incorporate strategies to reach family, friend and neighbor caregivers through CCR&R locations, the subsidy program and the Infant/Toddler Initiative. A Director's Credential is expected to be developed within the next two years through TECTA. Additionally, in an effort to improve articulation between levels of training, the Governor's office will be meeting with the Tennessee Higher Education Commission to solidify existing articulation agreements and to forge additional agreements if needed.*

Are the opportunities available:	Yes	No
Statewide	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Center-based Child Care Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Group Home Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Family Home Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To In-Home Providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>

Describe how the plan addresses early language, literacy, pre-reading, and early math concepts development.

*Please see descriptions throughout Section 5 regarding the use of research based curriculum development, HeadsUp! Reading, the Early Learning Developmental Standards, the Environment Rating Scales items pertaining to early language, literacy, pre-reading, and numeracy and the Report Card and Star Quality Program regarding professional development.*

Are program or provider-level incentives offered to encourage provider training and education?

- ☒ Yes. Describe, including any connections between the incentives and training relating to early language, literacy, pre-reading and early math concepts.

*Licensing regulations require a certain number of training hours. The CCR&R Network offers training to providers that link early language, literacy, pre-reading and early math concepts in order to meet licensing requirements. In addition, the Report Card and Star Quality Program evaluates providers in the area of Staff Development, and the Program Assessment (a component of the Report Card and Star Quality Program) provides a measure of early learning through numerous items that relate to the providers' ability to provide a child/caregiver relationship and an environment that promotes early language, literacy, pre-reading and early math concepts. A sufficient Report Card score entitles the provider to participate in the Star Quality Program. Those child care certificate providers that participate in the Star Quality Program, earn Star Bonus payments calculated on the number of stars earned.*

- ☐ No. If no, is there any plan to offer incentives to encourage provider training and education?

What are the expected **outcomes** of the State's professional development plan and efforts to improve the skills of child care providers? As applicable, how does (or will) the State assess the effectiveness of its plan and efforts? If so, how does (or will) the State use assessment to help shape its professional development plan and training/education for child care providers?

*Tennessee's system of professional development is engaged in continuous improvement and growth. The expected outcomes associated with this growth and improvement in the professional development system are higher quality agencies as demonstrated by higher scores on agencies' evaluations and report cards. Additionally, the State is engaged in strategizing and planning a system to measure the child-level outcomes associated with all facets of our quality initiatives, to include professional development.*

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**PART 6**  
**HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS**

*(Only the 50 States and the District of Columbia complete Part 6.)*

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHS's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>.

**6.1 Health and Safety Requirements for Center-Based Providers** (658E(c)(2)(F), §§98.41, §98.16(j))

6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation?

☐

Yes. Answer 6.1.2, skip 6.1.3, and go to 6.2.

☒

No. Describe which center-based providers are exempt from licensing under State law and answer 6.1.2 and 6.1.3.

*In Tennessee, only the Boy's and Girl's Clubs are exempt for the state's center licensing rules*

6.1.2 Have center licensing requirements as relates to staff-child ratios, group size, or staff training been modified since approval of the last State Plan?  
(§98.41(a)(2)&(3))

☐

Yes, and the changes are as follows:

☒

No

- 6.1.3 For center-based care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

*In Tennessee, only the Boy's and Girl's Clubs are exempt from the state's center licensing rules. They are required to adhere to the following:*

- The prevention and control of infectious disease (including age-appropriate immunizations)

*Please see item labeled **Attachment 6., Unregulated Child Care Provider Prevention & Control of Infection Disease Sheet.***

- Building and physical premises safety

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist.***

- Health and safety training

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist.***

**6.2 Health and Safety Requirements for Group Home Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

- 6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- ☒ Yes. Answer 6.2.2, skip 6.2.3, and go to 6.3.  
☐ No. Describe which group home providers are exempt from licensing under State law and answer 6.2.2 and 6.2.3.

- 6.2.2 Have group home licensing requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

- ☐ Yes, and the changes are as follows:  
☒ No

- 6.2.3 For group home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

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**6.3 Health and Safety Requirements for Family Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

6.3.1 Are all family child care providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- ☐ Yes. Answer 6.3.2, skip 6.3.3, and go to 6.4.  
☒ No. Describe which family child care providers are exempt from licensing under State law and answer 6.3.2 and 6.3.3.

***Note:** Family Home Providers who care for 4 or less unrelated children are not subject to Licensing requirements.*

6.3.2 Have family child care provider requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

- ☐ Yes, and the changes are as follows:  
☒ No

6.3.3 For family care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

*Please see item labeled **Attachment 6., Unregulated Child Care Provider Prevention & Control of Infection Disease Sheet***

- Building and physical premises safety

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist***

- Health and safety training

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist***

**6.4 Health and Safety Requirements for In-Home Providers** (658E(c)(2)(F), §§98.41, 98.16(j))

*Effective January 1, 2005, the Lead Agency does not make payment through the Child Care Certificate Program to any unregulated provider who cares for a child in the child's own home. Unregulated caregivers that provide this service in their homes continue to be eligible to receive payment through the certificate program.*



6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under the State law reflected in the NRCHSCC's compilation referenced above?

- ☐ Yes. Answer 6.4.2, skip 6.4.3, and go to 6.5.  
☒ No. Describe which in-home child care providers are exempt from licensing under State law and answer 6.4.2 and 6.4.3.

**Note:** *Family Home Providers who care for 4 or less unrelated children are not subject to Licensing requirements.*

6.4.2 Have in-home health and safety requirements that relate to staff-child ratios, group size, or training been modified since the approval of the last State Plan? (§98.41(a)(2) & (3))

- ☐ Yes, and the changes are as follows:  
☒ No

6.4.3 For in-home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

*Please see item labeled **Attachment 6., Unregulated Child Care Provider Prevention & Control of Infection Disease Sheet***

- Building and physical premises safety

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist***

- Health and safety training

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist***

## **6.5 Exemptions to Health and Safety Requirements**

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care) may be exempted from health and safety requirements. (658P(4)(B), §98.41(a)(1)(ii)(A))  
Indicate the Lead Agency's policy regarding these relative providers:

- ☐ All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are **no exemptions** for relatives or different requirements for them.
- ☐ All relative providers are **exempt** from all health and safety requirements.

- ☒ **Some or all** relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those requirements and identifies the relatives they apply to:

*Please see item labeled **Attachment Part 3.B., Unregulated Child Care Provider Health & Safety Checklist.** Items 2, 5, 7, and 10 of that checklist indicate different health and safety requirements for care being provided by an immediate relative. The definition of immediate relative is located in **Appendix 2, Eligibility and Priority Terminology.***

## **6.6 Enforcement of Health and Safety Requirements**

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?
  - ☒ Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits:  
and
  - ☒ No\*
- *Unannounced Visits (UAV): The minimum number of unannounced regulatory visits required to be performed on each agency every licensing year is determined according to Report Card and Star Quality Program “star status” as follows:*

<i><u>New Agencies &amp; Agencies Not Eligible For Stars:</u></i>	<i>6 UAV’s per licensing year</i>
<i><u>Agencies Eligible for 1 Star:</u></i>	<i>5 UAV’s per licensing year</i>
<i><u>Agencies Eligible for 2 or 3 Stars:</u></i>	<i>4 UAV’s per licensing year</i>

*In addition agencies that provide transportation must, regardless of their star rating, receive a minimum of 1 UAV in addition to the minimum numbers listed above.*
- *\*Unregulated family home providers exempt from licensing and participating in the assistance program are not subject to unannounced visits but are required to complete one annual scheduled visit by staff of the Lead Agency or its contract agency staff.*

- Are child care providers subject to background checks?  
☒ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):  
and  
☒ No\*
- *All staff of licensed agencies who have direct contact with children are required to have background checks and anyone 15 years or older, in a residential setting (i.e. family of group home), is required to have a background check. Background checks are initiated within 10 days of employment. These requirements only apply to staff beginning employment after January 15, 2001. These requirements do not apply to staff already employed prior to January 15, 2001 or those living in the residential setting 15 years old or older prior to January 15, 2001.*
- *\*Unregulated family home providers exempt from licensing and participating in the assistance program are not subject to a background check.*
- Does the State require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)  
☐ Yes, and the following describes the State's reporting requirements and how such injuries are tracked (if applicable):  
  
☒ No
- *For agencies licensed by the state, all accidents and injuries to children must be documented to include date and time injury occurred, description of circumstances, and action taken by caregivers. Injuries of more than a minor nature must be reported to the parent(s) as soon as possible but no later than the end of the day in which they occurred. DHS does not require, nor has it ever required, that serious injuries be reported directly to licensing staff.*
- *Unregulated family home providers exempt from licensing and participating in the assistance program are not specifically required to report serious injuries to the Lead Agency of its contract agency staff.*
- Other methods used to ensure that health and safety requirements are effectively enforced:
- *For agencies licensed by the state, health and safety requirements are enforced through a variety of efforts. Licensing staff investigates all complaints and all agencies receive between four and six announced visits each year and one announced visit each year. In addition, the Report Card and Star Quality Program requires that independent assessment personnel visit the facility each year to conduct classroom level assessments of the child care program. Reports from assessors may also provide information that enables Licensing to more effectively enforce health and safety requirements*

- *Unregulated family home providers exempt from licensing and participating in the assistance program are subject to an initial home inspection and then an annual home inspection for basic health and safety conditions.*

## **6.7 Exemptions from Immunization Requirements**

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- ☐ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☐ Children who receive care in their own homes.
- ☒ Children whose parents object to immunization on religious grounds.
- ☒ Children whose medical condition contraindicates immunization.

**PART 7**  
**HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES**

*(Only the Territories complete Part 7.)*

**7.1 Health and Safety Requirements for Center-Based Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

**7.2 Health and Safety Requirements for Group Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

**7.3 Health and Safety Requirements for Family Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

**7.4 Health and Safety Requirements for In-Home Providers in the Territories**  
(658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

### **7.5 Exemptions to Territorial Health and Safety Requirements**

At Lead Agency option, the following relatives may be exempted from health and safety requirements: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care). (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- ☐ All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are **no exemptions** for relatives or different requirements for them.
- ☐ All relative providers are **exempt** from all health and safety requirements.
- ☐ **Some or all** relative providers are subject to **different** health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and the relatives they apply to:

### **7.6 Enforcement of Territorial Health and Safety Requirements**

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how Territorial health and safety requirements are effectively enforced:

Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?

- ☐ Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits:
- ☐ No

Are child care providers subject to background checks?

- ☐ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):
- ☐ No

Does the Territory require that child care providers report serious injuries that occur while a child is in care? ( Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)

- ☐ Yes, and the following describes the Territory's reporting requirements and how such injuries are tracked (if applicable):
- ☐ No

Other methods used to ensure that health and safety requirements are effectively enforced:

### **7.7 Exemptions from Territorial Immunization Requirements**

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the Territorial public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- ☐ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☐ Children who receive care in their own homes.
- ☐ Children whose parents object to immunization on religious grounds.
- ☐ Children whose medical condition contraindicates immunization.

**APPENDIX 1**  
**PROGRAM ASSURANCES AND CERTIFICATIONS**

The Lead Agency, named in Part 1 of this Plan, assures that:

- (1) upon approval, it will have in effect a program that complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d))
- (6) that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))
- (7) that CCDF Discretionary funds are used to supplement, not supplant, State general revenue funds for child care assistance for low-income families. (P.L. 106-554)



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The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(E))
- (6) procedures are in effect to ensure that child care providers of services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

## APPENDIX 2 ELIGIBILITY AND PRIORITY TERMINOLOGY

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following *italicized* terms. (658P, 658E(c)(3)(B))

- *attending* (a job training or educational program; include minimum hours if applicable) – enrolled in and attending college in a training or educational program and studying related to attending (1 hour study time is granted for each credit hour). For Families First child care, students must be considered full-time by the institution (12 credit hours) for other programs, part-time attendance is allowed if combined with work to meet program qualifications.
- *in loco parentis* - For Families First, Transitional, and At-Risk Child Care programs, caretaker must be within the 5th degree of relationship to the child. Included as eligible “relatives” are those related to the child by half-blood, step-related, legally adoptive parents; and, the blood relations of these persons, legal spouses of any of these persons even though the marriage may have been terminated by death or by divorce. For Low Income Child Care, relatives within the 5<sup>th</sup> degree of relationship **and** legal guardians who are not within the 5<sup>th</sup> degree of relationship may act as a caretaker.
- *job training and educational program* - Workforce Investment Agency (WIA) program (prior referred to as the “Job Training Participation Act agency or JTPA or as a Private Industry Council [PIC] agency), or a program at a state higher education institution (such as a community college), Technology Center, or Board of Regents school.
- *physical or mental incapacity* (if the Lead Agency provides such services to children age 13 and older) - For the purpose of determining if a child 13 years of age or older is eligible to receive child care assistance, the threshold is a doctor’s statement verifying the child is either mentally or physically unable to care for him/herself.
- *protective services* -Not applicable. Tennessee uses the Social Services Block Grant to fund child care assistance for foster children in state custody. The lead agency for that program is the Department of Children’s Services.
- *residing with* - For all programs, “care and control” rather than legal guardianship determines the adult that serves as a child’s caretaker.
- *special needs child* - *The Lead Agency will serve children ages 13-19 from qualifying families provided the child is physically or mentally incapable of self-care*

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- *very low income* - The Lead Agency gives priority to participants in the Families First (TANF) program. **Attachment Appendix 2., Families First - Income Standards Effective 7/1/05**
- *working* (include minimum hours if applicable) -For Transitional Child Care, At-Risk Child Care, and Low-Income Child Care, 40 hours per week of paid employment at or above minimum wage is required, but 30 or more per week may be allowed if that job is considered “full-time” or is the best situation possible given the local economic conditions
- Additional terminology related to conditions of eligibility or priority established by the Lead Agency:
- *Teen Parents:* All teen parents in school applying for child care assistance must maintain satisfactory attendance and academic progress.
- *Minimum Participation Effort:* All non-TANF low-income parents or caretakers applying for child care assistance must:
  - Maintain full-time employment, education or a mix there of: and,
  - Must earn a gross income that equals minimum wage or above for the number of hours worked.
- *Post-secondary Education:* All non-TANF low-income parents or caretakers applying for child care assistance and are in post-secondary education or training must make satisfactory progress and participate in activities for 40 hours per week which combine education with work or other approved activities.
- *Caretakers-* usually a relative within the fifth degree of blood relationship, or is a legal guardian, eligible for and in need of child care assistance and who has care and control of a eligible child.
- *Immediate relative-* a relative caretaker who is a brother or sister or parent grandparent or great-grandparent or adult child to the parent and who has care and control of the eligible child.

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**ATTACHMENT PART 3.A., SAMPLE CHILD CARE CERTIFICATE**

**Tennessee Child Care Assistance Program  
Child Care Certificate**

AGENCY: **METRO SOCIAL SERVICES**  
**1000 2<sup>ND</sup> AVE., N.**  
**NASHVILLE, TN 37202**

PARENT NAME: **LORETTA RIOJAS**

CASE: **9740**

MAILING ADDRESS: **2540 NORTH ROAD**  
**NASHVILLE, TN 37205**

HOME PHONE: **615 478-8495**

EMPLOYER: **MTA**

CATEGORY: **TFF (TF/TRANSITIONAL FAM FIRST) (Fiscal Fund: T)**

PARENT'S ELIGIBILITY: **09/01/2002 TO: 09/25/02\*** (\* PAYMENT MAY STOP PRIOR TO END DATE BUT  
NO PAYMENT WILL BE MADE AFTER THIS DATE)

PROVIDER NAME: **BILL'S TESTING CENTER**  
MAILING ADDR: **811 EIGHTY-EIGHT LANE**  
**NASHVILLE, TN 37811**

VENDOR: **V99998228500**  
PHYSICAL ADDRESS  
**811 EIGHTY-EIGHT LANE**  
**NASHVILLE, TN 37811**

Child's Name	As of	S.S.N/ D.O.B.	Care Level	Schedule FD/SD	Parent Fee Type/Amount	Misc Payment	Shift
<b>RENEE RIOJAS</b>	<b>09/25/2002</b>	<b>543-26-7891 07/09/1992</b>	<b>2OVR</b>	<b>FT MTWTF</b>	<b>FT 9.00</b>		<b>1</b>
Total Fees:					<b>9.00</b>		

The rate may change when a child reaches the age of two (2), and payments may end when the child reaches the age of thirteen (13). The full-time parent fee is twice the part-time parent fee. Parent is responsible for any amount above the state reimbursement rates charged by the provider.

Child Care Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child Care Specialist: **DAHLI PEREZ-WHYTE**  
**522**

Phone No: **(615) 862-6473**

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**ATTACHMENT PART 3.B., UNREGULATED CHILD CARE PROVIDER HEALTH & SAFETY CHECKLIST (page 1)**

**Tennessee Department of Human Services  
Unregulated Child Care Provider  
Health & Safety Checklist**

**Unregulated provider answers at application and gets verified at all home visits. HV**

1. There are no more than six (6) children present in the home, with no more than four (4) unrelated to the provider.	Yes	No	Yes	No
2. There must be a working telephone in the home. (Exception: If an immediate relative is providing in-home care, then a phone must be accessible.)	Yes	No	Yes	No
3. Parent information must be accessible in case of emergency.	Yes	No	Yes	No
4. Emergency numbers must be placed near the phone.	Yes	No	Yes	No
5. There must be at least two (2) usable and unblocked exits from the home. One exit may include a breakable, non-barred window on the ground floor. (No minimum height is required for that exit window.) (Exception: In-home care being provided by an immediate relative.)	Yes	No	Yes	No
6. Children must not be kept in a room that is windowless.	Yes	No	Yes	No
7. Children must not be kept in a second story apartment without a second exit door to the ground. (Exception: In-home care being provided by an immediate relative or care provided in immediate relative's own home.)	Yes	No	Yes	No
8. There must be at least one working smoke detector on each floor of the home. (Each detector must be tested at each visit.)	Yes	No	Yes	No
9. All toxic substances, such as medicines, cleaning agents, polishes, bleach, detergents, paints, insecticides, etc. must be stored out of children's reach and away from food.	Yes	No	Yes	No
10. Kerosene or other portable heaters must not be in use while children are present. (Exception: Sole source for in-home care being provided by an immediate relative.)	Yes	No	Yes	No
11. Cover unused electrical outlets accessible to children when not in use.	Yes	No	Yes	No
12. There must be a safety gate for all open stairwells when there are children in the home under 5 years of age.	Yes	No	Yes	No

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**ATTACHMENT PART 3.B., UNREGULATED CHILD CARE PROVIDER HEALTH & SAFETY CHECKLIST (page 2)**

13. Weapons, such as guns, rifles, or pistols – including air operated, swords, hunting knives, etc., must be stored unloaded and locked away from the children.	Yes	No	Yes	No
14. Power tools or other dangerous tools must be secured or otherwise inaccessible to the children.	Yes	No	Yes	No
15. The home must have a working toilet available to the children and provider.	Yes	No	Yes	No
16. Both hot and cold running water and soap must be available for hand washing.	Yes	No	Yes	No
17. Children's toys & play materials must be clean & in good repair.	Yes	No	Yes	No

*I, as the unregulated provider, agree that all of these items are now in compliance or will be in compliance by the time of my initial home visit.*

**I agree that I will maintain these items in compliance while on the certificate program.**

**I understand that I may be immediately terminated without appeal for failing to be in compliance with these health and safety conditions while on the certificate program.**

**I agree to immediately report to the Child Care Certificate Program office any accident with or injury of a certificate child while that child is in my care.**

**I agree to immediately report to the Child Care Certificate Program office any actual or suspected child abuse by any person in my house or by the parents of the child.**

\_\_\_\_\_  
Signature of Provider at Interview    Date  
Date

\_\_\_\_\_  
Signature of Child Care Specialist at Interview

For use on home visits – Check for: ☐ Initial    ☐ Twelve Month Visit

\_\_\_\_\_  
Provider Signature at Home Visit    Date  
Date

\_\_\_\_\_  
Signature of CCS

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**ATTACHMENT PART 3.C., CHILD CARE ASSISTANCE PROGRAM PROVIDER  
REIMBURSEMENT RATES INCLUDING STAR-QUALITY BONUS PAYMENTS (Page 1)**

**Tennessee Department of Human Services  
Child Care Assistance Program Provider Reimbursement Rates Including Star-Quality Bonus Payments  
Effective July 1, 2005 through June 30, 2006 Revised 6/15/05**

<b><u>Child Care Centers</u></b>	<b>State Rate</b>		<b>One Star *</b>		<b>Two Stars **</b>		<b>Three Stars ***</b>	
	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>
Infant (Full-time) (a)	\$ 110.00	\$ 80.00	\$ 116.00	\$ 84.00	\$ 127.00	\$ 92.00	\$ 132.00	\$ 96.00
Toddler (Full-time) (a)	\$ 105.00	\$ 75.00	\$ 110.00	\$ 79.00	\$ 121.00	\$ 86.00	\$ 126.00	\$ 90.00
PreSchool (Full-time) (a)	\$ 91.00	\$ 70.00	\$ 96.00	\$ 74.00	\$ 105.00	\$ 81.00	\$ 109.00	\$ 84.00
School-Age In	\$ 50.00	\$ 45.00	\$ 53.00	\$ 47.00	\$ 58.00	\$ 52.00	\$ 60.00	\$ 54.00
School-Age Out	\$ 75.00	\$ 65.00	\$ 79.00	\$ 68.00	\$ 86.00	\$ 75.00	\$ 90.00	\$ 78.00

<b><u>Group Homes</u></b>	<b>State Rate</b>		<b>One Star *</b>		<b>Two Stars **</b>		<b>Three Stars ***</b>	
	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>
Infant (Full-time) (a)	\$ 98.00	\$ 70.00	\$ 103.00	\$ 74.00	\$ 113.00	\$ 81.00	\$ 118.00	\$ 84.00
Toddler (Full-time) (a)	\$ 90.00	\$ 70.00	\$ 95.00	\$ 74.00	\$ 104.00	\$ 81.00	\$ 108.00	\$ 84.00
PreSchool (Full-time) (a)	\$ 85.00	\$ 65.00	\$ 89.00	\$ 68.00	\$ 98.00	\$ 75.00	\$ 102.00	\$ 78.00
School-Age In	\$ 45.00	\$ 45.00	\$ 47.00	\$ 47.00	\$ 52.00	\$ 52.00	\$ 54.00	\$ 54.00
School-Age Out	\$ 70.00	\$ 60.00	\$ 74.00	\$ 63.00	\$ 81.00	\$ 69.00	\$ 84.00	\$ 72.00

<b><u>Family Homes</u></b>	<b>State Rate</b>		<b>One Star *</b>		<b>Two Stars **</b>		<b>Three Stars ***</b>	
	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>	<b>Top 20</b>	<b>Other 75</b>
Infant (Full-time) (a)	\$ 85.00	\$ 65.00	\$ 89.00	\$ 68.00	\$ 98.00	\$ 75.00	\$ 102.00	\$ 78.00
Toddler (Full-time) (a)	\$ 85.00	\$ 65.00	\$ 89.00	\$ 68.00	\$ 98.00	\$ 75.00	\$ 102.00	\$ 78.00
PreSchool (Full-time) (a)	\$ 80.00	\$ 65.00	\$ 84.00	\$ 68.00	\$ 92.00	\$ 75.00	\$ 96.00	\$ 78.00
School-Age In	\$ 50.00	\$ 50.00	\$ 53.00	\$ 53.00	\$ 58.00	\$ 58.00	\$ 60.00	\$ 60.00
School-Age Out	\$ 65.00	\$ 60.00	\$ 68.00	\$ 63.00	\$ 75.00	\$ 69.00	\$ 78.00	\$ 72.00

<b><u>Unregulated Homes</u></b>	<b>State Rate</b>	
	<b>Top 20</b>	<b>Other 75</b>
Infant (Full-time) (a)	\$ 60.00	\$ 46.00
Toddler (Full-time) (a)	\$ 60.00	\$ 46.00
PreSchool (Full-time) (a)	\$ 56.00	\$ 46.00
School-Age In	\$ 35.00	\$ 35.00
School-Age Out	\$ 46.00	\$ 42.00

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**ATTACHMENT PART 3.C., CHILD CARE ASSISTANCE PROGRAM PROVIDER  
REIMBURSEMENT RATES INCLUDING STAR-QUALITY BONUS PAYMENTS (Page 2)**

(a) Part-time for Infant, Toddler, and PreSchool is one-half the full-time rate (rounded up).

\* = One Star Rates equal the State rate plus a 5% quality bonus payment for Licensed providers.

\*\* = Two Star Rates equal the State rate plus a 15% quality bonus payment for Licensed providers.

\*\*\* = Three Star Rates equal the State rate plus a 20% quality bonus payment for Licensed providers.

Note: State will reimburse at any lower rate offered by a provider to the general public. Star Bonuses will be computed from a lower provider rate.

Note: "Top 20 Counties" are those with the highest average populations and incomes over the last 3 years include:  
Anderson, Blount, Bradley, Cheatham, Davidson, Fayette, Hamilton, Loudon, Knox, Madison, Montgomery,  
Maury, Rutherford, Sevier, Shelby, Sullivan, Sumner, Washington, Williamson, Wilson.



**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 1)**

**DETERMINING CHILD CARE MARKET RATES  
IN THE STATE OF TENNESSEE**

**Joan M. Snoderly  
Research Associate**

**September 2004**

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***Center for Business and Economic Research / The University of Tennessee / Knoxville,  
Tennessee***

**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 2)**

**DETERMINING CHILD CARE MARKET RATES  
IN THE STATE OF TENNESSEE**

Prepared by

Joan M. Snoderly, Research Associate  
*Center for Business and Economic Research  
College of Business Administration  
The University of Tennessee  
Knoxville, Tennessee*

Prepared for

Tennessee Department of Human Services

September 2004

**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 3)**

DETERMINING CHILD CARE MARKET RATES  
IN THE STATE OF TENNESSEE

**Introduction**

The business of determining appropriate child care market rate subsidy payments is a complex, state-specific process. The goals and structure of state child care subsidy programs are quite different from state to state. While there is much debate on methods across the different states, there does not appear to be one specific right way of determining these rates that is applicable across all states. The Center for Business and Economic Research at the University of Tennessee has worked closely with the Tennessee Department of Human Services to determine the most appropriate Tennessee-specific structure for calculating child care market rates. The following discussion outlines the specific process by which the market rates were determined.

**Methodology**

In an effort to provide adequate subsidy payments to Tennessee child care providers relative to their costs, a Market Rate Survey is conducted annually to determine the maximum payment reimbursement rates for subsidized child care in the state. Providers caring for children who qualify for subsidy assistance through the child care certificate program are currently reimbursed for care at the subsidy rate or at the private-paying rate, whichever is lower.

**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 4)**

In prior years, the State of Tennessee has attempted to set its subsidy rates at the 70<sup>th</sup> percentile of reported Market Rates.

The Market Rate data are gathered from an Annual Reporting Survey that is required by all licensed child care agencies in the state of Tennessee. Rate data for all active child care providers across the state are collected and reported for three provider categories: Centers, Group Homes, and Family Homes. Within each provider category, rates are further categorized by age of child (infant through school-age) and by type of rate (i.e., daily, weekly, monthly, full-time).

In order to minimize bias, only data for those agencies with less than 50 percent subsidies are used in calculating the Market Rates. Further, it is necessary to perform some adjustments to the raw data before the Market Rates are calculated. Multiple fee structures are reported across all categories of providers (i.e., daily, weekly, monthly), therefore all rates are first converted to one single, standard weekly rate using the following conversion: weekly and full-time rates are used as reported; monthly rates are divided by 4.33; and daily rates are multiplied by 5. For instance, a \$433 monthly rate is divided by 4.33 to get a \$100 weekly rate. Similarly, a reported daily rate of \$20 is multiplied by 5 to get a weekly rate of \$100. In the event that more than one

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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 5)**

rate structure is reported within a single age category for an agency, an average weekly rate is computed from the calculated standard weekly rates.

In an effort to exclude part-time rates from the market rate calculations, facilities reporting fees under \$40.00 per week for Infant through 5-Year Olds are excluded in determining the average cost of care or percentile rankings of cost. Likewise, weekly fees for Before and After School care of less than \$30.00 per week are not included.

The Market Rate is calculated for the following age categories: Under 2 Years Old, 2 Years Old and Over; and School Age. Simple averages are calculated for the ages within each category. The average fees are ranked from highest to lowest, and the 70<sup>th</sup> percentile for each age bracket and provider category are calculated. The 70<sup>th</sup> percentile is the point in the ranked data where 30 percent of the reported rates are higher and 70 percent are lower. Note, that a Market Rate is not an average rate. Percentiles are reported for two groups of counties, as well as the state as a whole. The first group includes those Tennessee counties which were either one of the top-15 highest 2003 population counties or one of the top-15 highest 2000-2002 average per capita personal income counties. This criteria yielded 20 counties to include Anderson, Blount,

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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 6)**

Bradley, Cheatham, Davidson, Fayette, Hamilton, Knox, Loudon, Madison, Maury, Montgomery, Rutherford, Sevier, Shelby, Sullivan, Sumner, Washington, Williamson, and Wilson counties. The second group contains all other 75 Tennessee counties.

The School-Age care presents some unique problems. Costs of care for school-aged children are reported in several sub-categories: Before School care only; After School care only; Before *and* After School care; School Weekly; School Full-Time; School Monthly; and School Daily. Two categories of School-Age care were determined, *School-Age Out* and *School-Age In*. The School-Age Out category represents rates charged for children Kindergarten through 17 years when school is not in session and care is provided all day. An average weekly rate was computed for School-Age Out using the School Full-Time, School Weekly, and School Monthly divided by 4.33 rates. The School-Age In category represents rates charged for children Kindergarten through 17 years when school is in session and care is not provided for a full day. The School-Age In weekly rate was determined by averaging the School Before and After, School After, School Daily times 5, and 5-Year Before and After rates.

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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 7)**

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**Conclusion**

Three summary tables are attached. Table 1 includes summary data for the 20-highest ranking Tennessee counties as defined above. The remaining 75 counties were aggregated and results are presented in Table 2. Table 3 contains summary data for all 95 Tennessee counties. As shown in the tables, calculations were made at the 70<sup>th</sup> and 80<sup>th</sup> percentiles for the two aggregated sets of counties, as well as for the state as a whole. The average weekly rate charged by providers in the survey, as well as the number of providers in each age group, is shown for each provider type. For reference, the current reimbursement rates are also shown for each provider type, age group and market period. The summary tables can be used in establishing appropriate policy regarding child care subsidy reimbursement rates for each county.

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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page8)**

**TABLE 1**

TOP-15 HIGHEST 2002 POPULATION AND TOP-15 HIGHEST AVG 00-02 PER CAPITA PERSONAL  
INCOME COUNTIES  
(50% or less subsidies)

	DAYCARE CENTERS				
	Under 2 Years Old	2 Years Old and Over		School –Age Out	School-Age In
Average Fee for Age Bracket	\$ 121.52	\$ 103.97		\$ 67.93	\$ 56.16
FY 04-05 Reimbursement Rate	\$ 105.00	\$ 90.00		\$ 75.00	\$ 50.00
70th Percentile Fee for Age Bracket	\$ 126.00	\$ 107.40		\$ 75.00	\$ 60.00
80th Percentile Fee for Age Bracket	\$ 137.50	\$ 116.33		\$ 85.00	\$ 60.00
Offering Care in this Age Bracket	874	1255		317	472
Total Facilities	2014				

	GROUP HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 98.49	\$ 90.00		\$ 67.97	\$ 51.49
FY 04-05 Reimbursement Rate	\$ 88.00	\$ 80.00		\$ 70.00	\$ 45.00
70th Percentile Fee for Age Bracket	\$ 106.00	\$ 95.00		\$ 80.00	\$ 55.00
80th Percentile Fee for Age Bracket	\$ 110.00	\$ 100.00		\$ 85.00	\$ 60.00
Offering Care in this Age Bracket	193	214		61	69
Total Facilities	224				

	FAMILY HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 89.12	\$ 83.46		\$ 70.44	\$ 56.97
FY 04-05 Reimbursement Rate	\$ 80.00	\$ 75.00		\$ 65.00	\$ 50.00
70th Percentile Fee for Age Bracket	\$ 95.00	\$ 89.50		\$ 80.00	\$ 60.50
80th Percentile Fee for Age Bracket	\$ 100.00	\$ 95.00		\$ 85.00	\$ 72.00
Offering Care in this Age Bracket	262	269		55	34
Total Facilities	275				

\*Includes Anderson, Blount, Bradley, Davidson, Hamilton, Knox, Loudon, Madison, Montgomery, Robertson, Rutherford, Shelby, Sullivan, Sumner, Washington, Williamson, and Wilson counties.

Note: Facilities reporting under \$40 per week for full-time care and \$30 per week for School Age In were excluded from the analysis.

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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE STATE OF TENNESSEE (page 9)**

**TABLE 2**  
**OTHER COUNTIES\* (50% or less subsidies)**

	DAYCARE CENTERS				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 81.33	\$ 77.14		\$ 59.56	\$ 41.61
FY 04-05 Reimbursement Rate	\$ 75.00	\$ 68.00		\$ 65.00	\$ 45.00
70th Percentile Fee for Age Bracket	\$ 87.00	\$ 80.00		\$ 68.00	\$ 45.00
80th Percentile Fee for Age Bracket	\$ 92.50	\$ 83.35		\$ 75.00	\$ 45.00
Offering Care in this Age Bracket	326	459		93	166
Total Facilities	772				

	GROUP HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 75.74	\$ 72.31		\$ 63.54	\$ 47.06
FY 04-05 Reimbursement Rate	\$ 65.00	\$ 64.00		\$ 60.00	\$ 45.00
70th Percentile Fee for Age Bracket	\$ 75.00	\$ 75.00		\$ 70.00	\$ 45.00
80th Percentile Fee for Age Bracket	\$ 80.00	\$ 75.00		\$ 75.00	\$ 47.00
Offering Care in this Age Bracket	209	253		57	64
Total Facilities	260				

	FAMILY HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 66.70	\$ 65.27		\$ 64.66	\$ 48.45
FY 04-05 Reimbursement Rate	\$ 60.00	\$ 60.00		\$ 60.00	\$ 50.00
70th Percentile Fee for Age Bracket	\$ 70.00	\$ 70.00		\$ 68.50	\$ 55.00
80th Percentile Fee for Age Bracket	\$ 75.00	\$ 75.00		\$ 70.00	\$ 60.00
Offering Care in this Age Bracket	202	208		52	20
Total Facilities	210				

\*Excludes Top 15 Highest 2001 Population and Top 15 Highest 98-00 Avg Per Capita Personal Income Counties

Note: Facilities reporting under \$40 per week for full-time care and \$30 per week for School Age In were excluded from the analysis.  
**September 2004**

STATE PLAN FOR CCDF SERVICES  
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**ATTACHMENT PART 3.D., DETERMINING CHILD CARE MARKET RATES IN THE  
STATE OF TENNESSEE (page 10)**

**TABLE 3**  
ALL TENNESSEE COUNTIES (50% or less subsidies)

	DAYCARE CENTERS				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 110.60	\$ 96.79		\$ 66.03	\$ 52.37
70th Percentile Fee for Age Bracket	\$ 120.00	\$ 100.00		\$ 70.00	\$ 55.00
80th Percentile Fee for Age Bracket	\$ 130.00	\$ 110.00		\$ 80.00	\$ 60.00
Offering Care in this Age Bracket	1200	1714		410	638
Total Facilities	2786				

	GROUP HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 86.66	\$ 80.42		\$ 65.83	\$ 49.36
70th Percentile Fee for Age Bracket	\$ 92.50	\$ 85.00		\$ 75.00	\$ 50.00
80th Percentile Fee for Age Bracket	\$ 100.00	\$ 91.00		\$ 78.00	\$ 55.00
Offering Care in this Age Bracket	402	467		118	133
Total Facilities	484				

	FAMILY HOMES				
	Under 2 Years Old	2 Years Old and Over		School-Age Out	School-Age In
Average Fee for Age Bracket	\$ 79.36	\$ 75.53		\$ 67.63	\$ 53.81
70th Percentile Fee for Age Bracket	\$ 87.50	\$ 80.00		\$ 75.00	\$ 60.00
80th Percentile Fee for Age Bracket	\$ 95.00	\$ 87.50		\$ 80.00	\$ 67.00
Offering Care in this Age Bracket	464	477		107	54
Total Facilities	485				

Note: Facilities reporting under \$40 per week for full-time care and \$30 per week for School Age In were excluded from the analysis.  
**September 2004**

**ATTACHMENT PART 3.E., FISCAL YEAR 2005-2006 PROVIDER REIMBURSEMENT RATES AND CORRESPONDING PERCENTILES**

**FY05-06 Provider Reimbursement Rates  
and Corresponding Percentiles based on Market Rate Survey released 9/04**

<b><u>Child Care Centers</u></b>	<b>State Rate</b>			
	<b>Top 20</b>	<b>%</b>	<b>Other 75</b>	<b>%</b>
Infant (Full-time)	\$110.00	45	\$80.00	53
Toddler (Full-time)	\$105.00	45	\$75.00	51
PreSchool (Full-time)	\$91.00	45	\$70.00	47
School-Age In	\$50.00	59	\$45.00	81
School-Age Out	\$75.00	73	\$65.00	66

<b><u>Group Homes</u></b>	<b>State Rate</b>			
	<b>Top 20</b>	<b>%</b>	<b>Other 75</b>	<b>%</b>
Infant (Full-time)	\$98.00	45	\$70.00	54
Toddler (Full-time)	\$90.00	45	\$70.00	59
PreSchool (Full-time)	\$85.00	45	\$65.00	46
School-Age In	\$45.00	45	\$45.00	79
School-Age Out	\$70.00	53	\$60.00	43

<b><u>Family Homes</u></b>	<b>State Rate</b>			
	<b>Top 20</b>	<b>%</b>	<b>Other 75</b>	<b>%</b>
Infant (Full-time)	\$85.00	46	\$65.00	55
Toddler (Full-time)	\$85.00	54	\$65.00	57
PreSchool (Full-time)	\$80.00	50	\$65.00	61
School-Age In	\$50.00	60	\$50.00	58
School-Age Out	\$65.00	46	\$60.00	37

“Top 20” Counties are those with the 15 highest populations in 2003 and/or 15 highest per capita incomes 2000-2002. 20 counties meet at least one of these criteria.

Rates effective 7/1/05

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAY FEE**  
**TABLES FY 2005/2006 (Page 1) \*HH=Household**

*Assignment of a co-pay fee is based on the non-TANF family's gross monthly household income. The fees in the attached table are shown in weekly amounts. These fees are based on a percentage of gross monthly income against a percentage of the state median income ranging 'up the ladder' in 21 tiers to ensure the tiers graduate in very small steps. The minimum tier in all family sizes start at 10% of the state median income with each tier increasing by 2.5% to the maximum at 60% of the state median income. Fees are based on the mid-point of each 2.5% range in income to minimize the effect of the lower end of each tier paying a significantly higher proportion than the higher end of each tier. The mid-points start at 2% in the first tier and range up to 8.8% in the 21<sup>st</sup> tier. In effect, the minimum tier for a family of two pays as little as 1.0% of its monthly income in fees for one child while the low end of the 21<sup>st</sup> tier (paying the highest proportion) pays a maximum of 9% of their monthly incomes in fees for one child.*

*A sibling discount reduces the second child's co-pay fee amount by taking 25% off of the fee being assessed for the first child. The same 25% discount is set for each additional sibling being served*

<b>HH=2</b>	<b>Low</b>	<b>High</b>	<b>Weekly</b>
<b>% of SMI</b>	<b>Monthly Income Ranges</b>		<b>Fee for One</b>
10.0%	\$0	\$316	<b>\$1</b>
12.5%	\$317	\$395	<b>\$2</b>
15.0%	\$396	\$473	<b>\$3</b>
17.5%	\$474	\$552	<b>\$4</b>
20.0%	\$553	\$631	<b>\$5</b>
22.5%	\$632	\$710	<b>\$6</b>
25.0%	\$711	\$788	<b>\$7</b>
27.5%	\$789	\$867	<b>\$8</b>
30.0%	\$868	\$946	<b>\$10</b>
32.5%	\$947	\$1,025	<b>\$12</b>
35.0%	\$1,026	\$1,103	<b>\$13</b>
37.5%	\$1,104	\$1,182	<b>\$15</b>
40.0%	\$1,183	\$1,261	<b>\$17</b>
42.5%	\$1,262	\$1,340	<b>\$19</b>
45.0%	\$1,341	\$1,418	<b>\$22</b>
47.5%	\$1,419	\$1,497	<b>\$24</b>
50.0%	\$1,498	\$1,576	<b>\$27</b>
52.5%	\$1,577	\$1,655	<b>\$29</b>
55.0%	\$1,656	\$1,734	<b>\$32</b>
57.5%	\$1,735	\$1,813	<b>\$35</b>
60.0%	\$1,814	\$1,891	<b>\$38</b>

STATE PLAN FOR CCDF SERVICES  
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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 2)**

HH = 3	Low	High	Weekly		Weekly
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two
10.0%	\$0	\$390	<b>\$1</b>	\$1.00	<b>\$2</b>
12.5%	\$391	\$487	<b>\$2</b>	\$2.00	<b>\$4</b>
15.0%	\$488	\$584	<b>\$3</b>	\$2.00	<b>\$5</b>
17.5%	\$585	\$682	<b>\$4</b>	\$3.00	<b>\$7</b>
20.0%	\$683	\$779	<b>\$6</b>	\$5.00	<b>\$11</b>
22.5%	\$780	\$877	<b>\$7</b>	\$5.00	<b>\$12</b>
25.0%	\$878	\$974	<b>\$9</b>	\$7.00	<b>\$16</b>
27.5%	\$975	\$1,071	<b>\$10</b>	\$8.00	<b>\$18</b>
30.0%	\$1,072	\$1,168	<b>\$12</b>	\$9.00	<b>\$21</b>
32.5%	\$1,169	\$1,266	<b>\$14</b>	\$11.00	<b>\$25</b>
35.0%	\$1,267	\$1,363	<b>\$17</b>	\$13.00	<b>\$30</b>
37.5%	\$1,364	\$1,460	<b>\$19</b>	\$14.00	<b>\$33</b>
40.0%	\$1,461	\$1,557	<b>\$21</b>	\$17.00	<b>\$37</b>
42.5%	\$1,558	\$1,655	<b>\$24</b>	\$18.00	<b>\$42</b>
45.0%	\$1,656	\$1,752	<b>\$27</b>	\$20.00	<b>\$47</b>
47.5%	\$1,753	\$1,850	<b>\$30</b>	\$23.00	<b>\$53</b>
50.0%	\$1,851	\$1,947	<b>\$33</b>	\$25.00	<b>\$57</b>
52.5%	\$1,948	\$2,044	<b>\$36</b>	\$27.00	<b>\$63</b>
55.0%	\$2,045	\$2,141	<b>\$40</b>	\$30.00	<b>\$69</b>
57.5%	\$2,142	\$2,239	<b>\$43</b>	\$32.00	<b>\$75</b>
60.0%	\$2,240	\$2,336	<b>\$47</b>	\$35.00	<b>\$82</b>

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 3)**

HH=4	Low	High	Weekly		Weekly	Weekly
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$468	<b>\$1</b>	\$1.00	<b>\$2</b>	<b>\$3</b>
12.5%	\$469	\$580	<b>\$3</b>	\$2.00	<b>\$5</b>	\$7
15.0%	\$581	\$696	<b>\$4</b>	\$3.00	<b>\$7</b>	\$10
17.5%	\$697	\$812	<b>\$5</b>	\$4.00	<b>\$9</b>	\$13
20.0%	\$813	\$927	<b>\$7</b>	\$5.00	<b>\$12</b>	\$17
22.5%	\$928	\$1,043	<b>\$9</b>	\$7.00	<b>\$16</b>	\$23
25.0%	\$1,044	\$1,159	<b>\$10</b>	\$8.00	<b>\$18</b>	\$26
27.5%	\$1,160	\$1,275	<b>\$12</b>	\$9.00	<b>\$21</b>	\$30
30.0%	\$1,276	\$1,391	<b>\$15</b>	\$11.00	<b>\$26</b>	\$37
32.5%	\$1,392	\$1,507	<b>\$17</b>	\$13.00	<b>\$30</b>	\$43
35.0%	\$1,508	\$1,622	<b>\$20</b>	\$15.00	<b>\$35</b>	\$50
37.5%	\$1,623	\$1,738	<b>\$23</b>	\$17.00	<b>\$40</b>	\$57
40.0%	\$1,739	\$1,854	<b>\$26</b>	\$20.00	<b>\$46</b>	\$66
42.5%	\$1,855	\$1,970	<b>\$29</b>	\$22.00	<b>\$51</b>	\$73
45.0%	\$1,971	\$2,086	<b>\$32</b>	\$24.00	<b>\$56</b>	\$80
47.5%	\$2,087	\$2,202	<b>\$36</b>	\$27.00	<b>\$63</b>	\$90
50.0%	\$2,203	\$2,317	<b>\$39</b>	\$29.00	<b>\$68</b>	\$97
52.5%	\$2,318	\$2,433	<b>\$43</b>	\$32.00	<b>\$75</b>	\$107
55.0%	\$2,434	\$2,549	<b>\$47</b>	\$35.00	<b>\$82</b>	\$117
57.5%	\$2,550	\$2,665	<b>\$52</b>	\$39.00	<b>\$91</b>	\$130
60.0%	\$2,666	\$2,781	<b>\$56</b>	\$42.00	<b>\$98</b>	\$140

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 4)**

HH=5	Low	High	Weekly		Weekly	Weekly
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$538	<b>\$1</b>	\$1.00	<b>\$2</b>	<b>\$3</b>
12.5%	\$539	\$673	<b>\$3</b>	\$2.00	<b>\$5</b>	<b>\$7</b>
15.0%	\$674	\$807	<b>\$5</b>	\$4.00	<b>\$9</b>	\$13
17.5%	\$808	\$942	<b>\$6</b>	\$5.00	<b>\$11</b>	\$16
20.0%	\$943	\$1,076	<b>\$8</b>	\$6.00	<b>\$14</b>	\$20
22.5%	\$1,077	\$1,210	<b>\$10</b>	\$8.00	<b>\$18</b>	\$26
25.0%	\$1,211	\$1,344	<b>\$12</b>	\$9.00	<b>\$21</b>	\$30
27.5%	\$1,345	\$1,479	<b>\$14</b>	\$11.00	<b>\$25</b>	\$36
30.0%	\$1,480	\$1,613	<b>\$17</b>	\$13.00	<b>\$30</b>	\$43
32.5%	\$1,614	\$1,748	<b>\$20</b>	\$15.00	<b>\$35</b>	\$50
35.0%	\$1,749	\$1,882	<b>\$23</b>	\$17.00	<b>\$40</b>	\$57
37.5%	\$1,883	\$2,017	<b>\$26</b>	\$20.00	<b>\$46</b>	\$66
40.0%	\$2,018	\$2,151	<b>\$30</b>	\$23.00	<b>\$53</b>	\$76
42.5%	\$2,152	\$2,285	<b>\$33</b>	\$25.00	<b>\$58</b>	\$83
45.0%	\$2,286	\$2,419	<b>\$37</b>	\$28.00	<b>\$65</b>	\$93
47.5%	\$2,420	\$2,554	<b>\$41</b>	\$31.00	<b>\$72</b>	\$103
50.0%	\$2,555	\$2,688	<b>\$46</b>	\$35.00	<b>\$81</b>	\$116
52.5%	\$2,689	\$2,823	<b>\$50</b>	\$38.00	<b>\$88</b>	\$126
55.0%	\$2,824	\$2,957	<b>\$55</b>	\$41.00	<b>\$96</b>	\$137
57.5%	\$2,958	\$3,092	<b>\$60</b>	\$45.00	<b>\$105</b>	\$150
60.0%	\$3,093	\$3,226	<b>\$65</b>	\$49.00	<b>\$114</b>	\$163

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 5)**

HH=6	Low	High	Weekly		Weekly	Weekly
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$612	<b>\$1</b>	\$1.00	<b>\$2</b>	<b>\$3</b>
12.5%	\$613	\$765	<b>\$4</b>	\$3.00	<b>\$7</b>	\$10
15.0%	\$766	\$918	<b>\$5</b>	\$4.00	<b>\$9</b>	\$13
17.5%	\$919	\$1,071	<b>\$7</b>	\$5.00	<b>\$12</b>	\$17
20.0%	\$1,072	\$1,224	<b>\$9</b>	\$7.00	<b>\$16</b>	\$23
22.5%	\$1,225	\$1,377	<b>\$11</b>	\$8.00	<b>\$19</b>	\$23
25.0%	\$1,378	\$1,530	<b>\$14</b>	\$11.00	<b>\$25</b>	\$36
27.5%	\$1,531	\$1,683	<b>\$16</b>	\$12.00	<b>\$28</b>	\$40
30.0%	\$1,684	\$1,835	<b>\$19</b>	\$14.00	<b>\$33</b>	\$47
32.5%	\$1,836	\$1,988	<b>\$23</b>	\$17.00	<b>\$40</b>	\$57
35.0%	\$1,989	\$2,141	<b>\$26</b>	\$20.00	<b>\$46</b>	\$66
37.5%	\$2,142	\$2,294	<b>\$30</b>	\$23.00	<b>\$53</b>	\$76
40.0%	\$2,295	\$2,447	<b>\$34</b>	\$26.00	<b>\$60</b>	\$86
42.5%	\$2,448	\$2,600	<b>\$38</b>	\$29.00	<b>\$67</b>	\$96
45.0%	\$2,601	\$2,753	<b>\$42</b>	\$32.00	<b>\$74</b>	\$106
47.5%	\$2,754	\$2,906	<b>\$47</b>	\$35.00	<b>\$82</b>	\$117
50.0%	\$2,907	\$3,059	<b>\$52</b>	\$39.00	<b>\$91</b>	\$130
52.5%	\$3,060	\$3,212	<b>\$57</b>	\$43.00	<b>\$100</b>	\$143
55.0%	\$3,213	\$3,365	<b>\$63</b>	\$47.00	<b>\$110</b>	\$157
57.5%	\$3,366	\$3,518	<b>\$68</b>	\$51.00	<b>\$119</b>	\$170
60.0%	\$3,519	\$3,670	<b>\$74</b>	\$56.00	<b>\$130</b>	\$186



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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 6)**

HH= 7	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$626	<b>\$1</b>	\$1.00	<b>\$2</b>	<b>\$3</b>
12.5%	\$627	\$783	<b>\$4</b>	\$3.00	<b>\$7</b>	\$10
15.0%	\$784	\$939	<b>\$5</b>	\$4.00	<b>\$9</b>	\$13
17.5%	\$940	\$1,096	<b>\$7</b>	\$5.00	<b>\$12</b>	\$17
20.0%	\$1,097	\$1,252	<b>\$9</b>	\$7.00	<b>\$16</b>	\$23
22.5%	\$1,253	\$1,408	<b>\$12</b>	\$9.00	<b>\$21</b>	\$30
25.0%	\$1,409	\$1,564	<b>\$14</b>	\$11.00	<b>\$25</b>	\$36
27.5%	\$1,565	\$1,721	<b>\$17</b>	\$13.00	<b>\$30</b>	\$43
30.0%	\$1,722	\$1,877	<b>\$20</b>	\$15.00	<b>\$35</b>	\$50
32.5%	\$1,878	\$2,034	<b>\$23</b>	\$17.00	<b>\$40</b>	\$57
35.0%	\$2,035	\$2,190	<b>\$27</b>	\$20.00	<b>\$47</b>	\$67
37.5%	\$2,191	\$2,347	<b>\$31</b>	\$23.00	<b>\$54</b>	\$77
40.0%	\$2,348	\$2,503	<b>\$35</b>	\$26.00	<b>\$61</b>	\$87
42.5%	\$2,504	\$2,660	<b>\$39</b>	\$29.00	<b>\$68</b>	\$97
45.0%	\$2,661	\$2,816	<b>\$43</b>	\$32.00	<b>\$75</b>	\$107
47.5%	\$2,817	\$2,972	<b>\$48</b>	\$36.00	<b>\$84</b>	\$120
50.0%	\$2,973	\$3,128	<b>\$53</b>	\$40.00	<b>\$93</b>	\$133
52.5%	\$3,129	\$3,285	<b>\$58</b>	\$44.00	<b>\$102</b>	\$146
55.0%	\$3,286	\$3,441	<b>\$64</b>	\$48.00	<b>\$112</b>	\$160
57.5%	\$3,442	\$3,598	<b>\$70</b>	\$53.00	<b>\$123</b>	\$176
60.0%	\$3,599	\$3,754	<b>\$76</b>	\$57.00	<b>\$133</b>	\$190

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 7)**

HH= 8	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$637	<b>\$1</b>	\$1	<b>\$2</b>	<b>\$3</b>
12.5%	\$638	\$796	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$797	\$956	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
17.5%	\$957	\$1,115	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
20.0%	\$1,116	\$1,274	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
22.5%	\$1,275	\$1,434	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
25.0%	\$1,435	\$1,593	<b>\$14</b>	\$11	<b>\$25</b>	<b>\$36</b>
27.5%	\$1,594	\$1,752	<b>\$17</b>	\$13	<b>\$30</b>	<b>\$43</b>
30.0%	\$1,753	\$1,911	<b>\$20</b>	\$15	<b>\$35</b>	<b>\$50</b>
32.5%	\$1,912	\$2,071	<b>\$23</b>	\$17	<b>\$40</b>	<b>\$57</b>
35.0%	\$2,072	\$2,230	<b>\$27</b>	\$20	<b>\$47</b>	<b>\$67</b>
37.5%	\$2,231	\$2,389	<b>\$31</b>	\$23	<b>\$54</b>	<b>\$77</b>
40.0%	\$2,390	\$2,549	<b>\$35</b>	\$26	<b>\$61</b>	<b>\$87</b>
42.5%	\$2,550	\$2,708	<b>\$39</b>	\$29	<b>\$68</b>	<b>\$97</b>
45.0%	\$2,709	\$2,867	<b>\$44</b>	\$33	<b>\$77</b>	<b>\$110</b>
47.5%	\$2,868	\$3,026	<b>\$49</b>	\$37	<b>\$86</b>	<b>\$123</b>
50.0%	\$3,027	\$3,186	<b>\$54</b>	\$41	<b>\$95</b>	<b>\$136</b>
52.5%	\$3,187	\$3,345	<b>\$59</b>	\$44	<b>\$103</b>	<b>\$147</b>
55.0%	\$3,346	\$3,504	<b>\$65</b>	\$49	<b>\$114</b>	<b>\$163</b>
57.5%	\$3,505	\$3,664	<b>\$71</b>	\$53	<b>\$124</b>	<b>\$177</b>
60.0%	\$3,665	\$3,823	<b>\$77</b>	\$58	<b>\$135</b>	<b>\$193</b>

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 8)**

HH= 9	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$651	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$652	\$814	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$815	\$976	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$977	\$1,139	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
20.0%	\$1,140	\$1,302	<b>\$10</b>	\$8	<b>\$18</b>	<b>\$26</b>
22.5%	\$1,303	\$1,465	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
25.0%	\$1,466	\$1,627	<b>\$15</b>	\$11	<b>\$26</b>	<b>\$37</b>
27.5%	\$1,628	\$1,790	<b>\$17</b>	\$13	<b>\$30</b>	<b>\$43</b>
30.0%	\$1,791	\$1,953	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
32.5%	\$1,954	\$2,116	<b>\$24</b>	\$18	<b>\$42</b>	<b>\$60</b>
35.0%	\$2,117	\$2,278	<b>\$28</b>	\$21	<b>\$49</b>	<b>\$70</b>
37.5%	\$2,279	\$2,441	<b>\$32</b>	\$24	<b>\$56</b>	<b>\$80</b>
40.0%	\$2,442	\$2,604	<b>\$36</b>	\$27	<b>\$63</b>	<b>\$90</b>
42.5%	\$2,605	\$2,767	<b>\$40</b>	\$30	<b>\$70</b>	<b>\$100</b>
45.0%	\$2,768	\$2,929	<b>\$45</b>	\$34	<b>\$79</b>	<b>\$113</b>
47.5%	\$2,930	\$3,092	<b>\$50</b>	\$38	<b>\$88</b>	<b>\$126</b>
50.0%	\$3,093	\$3,255	<b>\$55</b>	\$41	<b>\$96</b>	<b>\$137</b>
52.5%	\$3,256	\$3,418	<b>\$60</b>	\$45	<b>\$105</b>	<b>\$150</b>
55.0%	\$3,419	\$3,580	<b>\$66</b>	\$50	<b>\$116</b>	<b>\$166</b>
57.5%	\$3,581	\$3,743	<b>\$72</b>	\$54	<b>\$126</b>	<b>\$180</b>
60.0%	\$3,744	\$3,906	<b>\$78</b>	\$59	<b>\$137</b>	<b>\$196</b>

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 9)**

HH=10	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$665	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$666	\$831	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$832	\$997	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$998	\$1,163	<b>\$8</b>	\$6	<b>\$14</b>	<b>\$20</b>
20.0%	\$1,164	\$1,330	<b>\$10</b>	\$8	<b>\$18</b>	<b>\$26</b>
22.5%	\$1,331	\$1,496	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
25.0%	\$1,497	\$1,662	<b>\$15</b>	\$11	<b>\$26</b>	<b>\$37</b>
27.5%	\$1,663	\$1,828	<b>\$18</b>	\$14	<b>\$32</b>	<b>\$46</b>
30.0%	\$1,829	\$1,995	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
32.5%	\$1,996	\$2,161	<b>\$24</b>	\$18	<b>\$42</b>	<b>\$60</b>
35.0%	\$2,162	\$2,327	<b>\$28</b>	\$21	<b>\$49</b>	<b>\$70</b>
37.5%	\$2,328	\$2,493	<b>\$32</b>	\$24	<b>\$56</b>	<b>\$80</b>
40.0%	\$2,494	\$2,659	<b>\$36</b>	\$27	<b>\$63</b>	<b>\$90</b>
42.5%	\$2,660	\$2,826	<b>\$41</b>	\$31	<b>\$72</b>	<b>\$103</b>
45.0%	\$2,827	\$2,992	<b>\$46</b>	\$35	<b>\$81</b>	<b>\$116</b>
47.5%	\$2,993	\$3,158	<b>\$51</b>	\$38	<b>\$89</b>	<b>\$127</b>
50.0%	\$3,159	\$3,324	<b>\$56</b>	\$42	<b>\$98</b>	<b>\$140</b>
52.5%	\$3,325	\$3,490	<b>\$62</b>	\$47	<b>\$109</b>	<b>\$156</b>
55.0%	\$3,491	\$3,657	<b>\$67</b>	\$50	<b>\$117</b>	<b>\$167</b>
57.5%	\$3,658	\$3,829	<b>\$74</b>	\$56	<b>\$130</b>	<b>\$186</b>
60.0%	\$3,830	\$3,989	<b>\$80</b>	\$60	<b>\$140</b>	<b>\$200</b>

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 10)**

HH= 11	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$679	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$680	\$848	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$849	\$1,018	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$1,019	\$1,188	<b>\$8</b>	\$6	<b>\$14</b>	<b>\$20</b>
20.0%	\$1,189	\$1,357	<b>\$10</b>	\$8	<b>\$18</b>	<b>\$26</b>
22.5%	\$1,358	\$1,527	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
25.0%	\$1,528	\$1,697	<b>\$15</b>	\$11	<b>\$26</b>	<b>\$37</b>
27.5%	\$1,698	\$1,866	<b>\$18</b>	\$14	<b>\$32</b>	<b>\$46</b>
30.0%	\$1,867	\$2,036	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
32.5%	\$2,037	\$2,206	<b>\$25</b>	\$19	<b>\$44</b>	<b>\$63</b>
35.0%	\$2,207	\$2,375	<b>\$29</b>	\$22	<b>\$51</b>	<b>\$73</b>
37.5%	\$2,376	\$2,545	<b>\$33</b>	\$25	<b>\$58</b>	<b>\$83</b>
40.0%	\$2,546	\$2,715	<b>\$37</b>	\$28	<b>\$65</b>	<b>\$93</b>
42.5%	\$2,716	\$2,884	<b>\$42</b>	\$32	<b>\$74</b>	<b>\$106</b>
45.0%	\$2,885	\$3,054	<b>\$47</b>	\$35	<b>\$82</b>	<b>\$117</b>
47.5%	\$3,055	\$3,224	<b>\$52</b>	\$39	<b>\$91</b>	<b>\$130</b>
50.0%	\$3,225	\$3,393	<b>\$57</b>	\$43	<b>\$100</b>	<b>\$143</b>
52.5%	\$3,394	\$3,563	<b>\$63</b>	\$47	<b>\$110</b>	<b>\$157</b>
55.0%	\$3,564	\$3,733	<b>\$59</b>	\$44	<b>\$103</b>	<b>\$147</b>
57.5%	\$3,734	\$3,903	<b>\$75</b>	\$56	<b>\$131</b>	<b>\$187</b>
60.0%	\$3,904	\$4,072	<b>\$82</b>	\$62	<b>\$144</b>	<b>\$206</b>

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
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HH= 12	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$693	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$694	\$866	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$867	\$1,039	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$1,040	\$1,212	<b>\$8</b>	\$6	<b>\$14</b>	<b>\$20</b>
20.0%	\$1,213	\$1,385	<b>\$10</b>	\$8	<b>\$18</b>	<b>\$26</b>
22.5%	\$1,386	\$1,558	<b>\$13</b>	\$10	<b>\$23</b>	<b>\$33</b>
25.0%	\$1,559	\$1,731	<b>\$15</b>	\$11	<b>\$26</b>	<b>\$37</b>
27.5%	\$1,732	\$1,905	<b>\$19</b>	\$14	<b>\$33</b>	<b>\$47</b>
30.0%	\$1,906	\$2,078	<b>\$22</b>	\$17	<b>\$39</b>	<b>\$56</b>
32.5%	\$2,079	\$2,251	<b>\$25</b>	\$19	<b>\$44</b>	<b>\$63</b>
35.0%	\$2,252	\$2,424	<b>\$29</b>	\$22	<b>\$51</b>	<b>\$73</b>
37.5%	\$2,425	\$2,597	<b>\$34</b>	\$26	<b>\$60</b>	<b>\$86</b>
40.0%	\$2,598	\$2,770	<b>\$38</b>	\$29	<b>\$67</b>	<b>\$96</b>
42.5%	\$2,771	\$2,943	<b>\$43</b>	\$32	<b>\$75</b>	<b>\$107</b>
45.0%	\$2,944	\$3,116	<b>\$48</b>	\$36	<b>\$84</b>	<b>\$120</b>
47.5%	\$3,117	\$3,290	<b>\$53</b>	\$40	<b>\$93</b>	<b>\$133</b>
50.0%	\$3,291	\$3,463	<b>\$58</b>	\$44	<b>\$102</b>	<b>\$146</b>
52.5%	\$3,464	\$3,636	<b>\$64</b>	\$48	<b>\$112</b>	<b>\$160</b>
55.0%	\$3,637	\$3,809	<b>\$70</b>	\$53	<b>\$123</b>	<b>\$176</b>
57.5%	\$3,810	\$3,982	<b>\$77</b>	\$58	<b>\$135</b>	<b>\$193</b>
60.0%	\$3,983	\$4,155	<b>\$83</b>	\$62	<b>\$145</b>	<b>\$207</b>

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 12)**

HH= 13	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	0	\$706	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$707	\$883	<b>\$4</b>	\$3	<b>\$7</b>	<b>\$10</b>
15.0%	\$884	\$1,060	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$1,061	\$1,236	<b>\$8</b>	\$6	<b>\$14</b>	<b>\$20</b>
20.0%	\$1,237	\$1,413	<b>\$10</b>	\$8	<b>\$18</b>	<b>\$26</b>
22.5%	\$1,414	\$1,589	<b>\$13</b>	\$10	<b>\$23</b>	<b>\$33</b>
25.0%	\$1,590	\$1,766	<b>\$16</b>	\$12	<b>\$28</b>	<b>\$40</b>
27.5%	\$1,767	\$1,943	<b>\$19</b>	\$14	<b>\$33</b>	<b>\$47</b>
30.0%	\$1,944	\$2,119	<b>\$22</b>	\$17	<b>\$39</b>	<b>\$56</b>
32.5%	\$2,120	\$2,296	<b>\$26</b>	\$20	<b>\$46</b>	<b>\$66</b>
35.0%	\$2,297	\$2,472	<b>\$30</b>	\$23	<b>\$53</b>	<b>\$76</b>
37.5%	\$2,473	\$2,649	<b>\$34</b>	\$26	<b>\$60</b>	<b>\$86</b>
40.0%	\$2,650	\$2,826	<b>\$39</b>	\$29	<b>\$68</b>	<b>\$97</b>
42.5%	\$2,827	\$3,002	<b>\$44</b>	\$33	<b>\$77</b>	<b>\$110</b>
45.0%	\$3,003	\$3,179	<b>\$49</b>	\$37	<b>\$86</b>	<b>\$123</b>
47.5%	\$3,180	\$3,355	<b>\$54</b>	\$41	<b>\$95</b>	<b>\$136</b>
50.0%	\$3,356	\$3,532	<b>\$60</b>	\$45	<b>\$105</b>	<b>\$150</b>
52.5%	\$3,533	\$3,709	<b>\$66</b>	\$50	<b>\$116</b>	<b>\$166</b>
55.0%	\$3,710	\$3,885	<b>\$72</b>	\$54	<b>\$126</b>	<b>\$180</b>
57.5%	\$3,886	\$4,062	<b>\$78</b>	\$59	<b>\$137</b>	<b>\$196</b>
60.0%	\$4,063	\$4,238	<b>\$85</b>	\$64	<b>\$149</b>	<b>\$213</b>

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FEE TABLES FY 2005/2006 (page 13)**

HH= 14	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$720	\$2	\$2	\$4	\$6
12.5%	\$721	\$900	\$4	\$3	\$7	\$10
15.0%	\$901	\$1,080	\$6	\$5	\$11	\$16
17.5%	\$1,081	\$1,260	\$8	\$6	\$14	\$20
20.0%	\$1,261	\$1,441	\$11	\$8	\$19	\$27
22.5%	\$1,442	\$1,621	\$13	\$10	\$23	\$33
25.0%	\$1,622	\$1,801	\$16	\$12	\$28	\$40
27.5%	\$1,802	\$1,981	\$19	\$14	\$33	\$47
30.0%	\$1,982	\$2,161	\$23	\$17	\$40	\$57
32.5%	\$2,162	\$2,341	\$27	\$20	\$47	\$67
35.0%	\$2,342	\$2,521	\$31	\$23	\$54	\$77
37.5%	\$2,522	\$2,701	\$35	\$26	\$61	\$87
40.0%	\$2,702	\$2,881	\$39	\$29	\$68	\$97
42.5%	\$2,882	\$3,061	\$44	\$33	\$77	\$110
45.0%	\$3,062	\$3,241	\$50	\$38	\$88	\$126
47.5%	\$3,242	\$3,421	\$55	\$41	\$96	\$137
50.0%	\$3,422	\$3,601	\$61	\$46	\$107	\$153
52.5%	\$3,602	\$3,781	\$67	\$50	\$117	\$167
55.0%	\$3,782	\$3,961	\$73	\$55	\$128	\$183
57.5%	\$3,962	\$4,141	\$80	\$60	\$140	\$200
60.0%	\$4,142	\$4,322	\$87	\$65	\$152	\$217



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HH= 15	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$734	\$2	\$2	\$4	\$6
12.5%	\$735	\$918	\$4	\$3	\$7	\$10
15.0%	\$919	\$1,101	\$6	\$5	\$11	\$16
17.5%	\$1,102	\$1,285	\$8	\$6	\$14	\$20
20.0%	\$1,286	\$1,468	\$11	\$8	\$19	\$27
22.5%	\$1,469	\$1,652	\$13	\$10	\$23	\$33
25.0%	\$1,653	\$1,835	\$16	\$12	\$38	\$50
27.5%	\$1,836	\$2,019	\$20	\$15	\$35	\$50
30.0%	\$2,020	\$2,202	\$23	\$17	\$40	\$57
32.5%	\$2,203	\$2,386	\$27	\$20	\$47	\$67
35.0%	\$2,387	\$2,569	\$31	\$23	\$54	\$77
37.5%	\$2,570	\$2,753	\$36	\$27	\$63	\$90
40.0%	\$2,754	\$2,936	\$40	\$30	\$70	\$100
42.5%	\$2,937	\$3,120	\$45	\$34	\$79	\$113
45.0%	\$3,121	\$3,303	\$50	\$38	\$88	\$126
47.5%	\$3,304	\$3,487	\$56	\$42	\$98	\$140
50.0%	\$3,488	\$3,671	\$62	\$47	\$109	\$156
52.5%	\$3,672	\$3,854	\$68	\$51	\$119	\$170
55.0%	\$3,855	\$4,038	\$75	\$56	\$131	\$187
57.5%	\$4,039	\$4,221	\$81	\$61	\$142	\$203
60.0%	\$4,222	\$4,405	\$88	\$66	\$154	\$220

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**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 15)**

HH= 16	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$748	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$749	\$935	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
15.0%	\$936	\$1,122	<b>\$6</b>	\$5	<b>\$11</b>	<b>\$16</b>
17.5%	\$1,123	\$1,309	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
20.0%	\$1,310	\$1,496	<b>\$11</b>	\$8	<b>\$19</b>	<b>\$27</b>
22.5%	\$1,497	\$1,683	<b>\$14</b>	\$11	<b>\$25</b>	<b>\$36</b>
25.0%	\$1,684	\$1,870	<b>\$17</b>	\$13	<b>\$30</b>	<b>\$43</b>
27.5%	\$1,871	\$2,057	<b>\$20</b>	\$15	<b>\$35</b>	<b>\$50</b>
30.0%	\$2,058	\$2,244	<b>\$24</b>	\$18	<b>\$42</b>	<b>\$60</b>
32.5%	\$2,245	\$2,431	<b>\$28</b>	\$21	<b>\$49</b>	<b>\$70</b>
35.0%	\$2,432	\$2,618	<b>\$32</b>	\$24	<b>\$56</b>	<b>\$80</b>
37.5%	\$2,619	\$2,805	<b>\$36</b>	\$27	<b>\$63</b>	<b>\$90</b>
40.0%	\$2,806	\$2,992	<b>\$41</b>	\$31	<b>\$72</b>	<b>\$103</b>
42.5%	\$2,993	\$3,179	<b>\$46</b>	\$35	<b>\$81</b>	<b>\$116</b>
45.0%	\$3,180	\$3,366	<b>\$51</b>	\$38	<b>\$89</b>	<b>\$127</b>
47.5%	\$3,367	\$3,553	<b>\$57</b>	\$43	<b>\$100</b>	<b>\$143</b>
50.0%	\$3,554	\$3,740	<b>\$63</b>	\$47	<b>\$110</b>	<b>\$157</b>
52.5%	\$3,741	\$3,927	<b>\$69</b>	\$52	<b>\$121</b>	<b>\$173</b>
55.0%	\$3,928	\$4,114	<b>\$76</b>	\$57	<b>\$133</b>	<b>\$190</b>
57.5%	\$4,115	\$4,301	<b>\$83</b>	\$62	<b>\$145</b>	<b>\$207</b>
60.0%	\$4,302	\$4,488	<b>\$90</b>	\$68	<b>\$158</b>	<b>\$226</b>

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 16)**

HH= 17	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$762	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$763	\$952	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
15.0%	\$953	\$1,143	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
17.5%	\$1,144	\$1,333	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
20.0%	\$1,334	\$1,524	<b>\$11</b>	\$8	<b>\$19</b>	<b>\$27</b>
22.5%	\$1,525	\$1,714	<b>\$14</b>	\$11	<b>\$25</b>	<b>\$36</b>
25.0%	\$1,715	\$1,905	<b>\$17</b>	\$13	<b>\$30</b>	<b>\$43</b>
27.5%	\$1,906	\$2,095	<b>\$20</b>	\$15	<b>\$35</b>	<b>\$50</b>
30.0%	\$2,096	\$2,285	<b>\$24</b>	\$18	<b>\$42</b>	<b>\$60</b>
32.5%	\$2,286	\$2,476	<b>\$28</b>	\$21	<b>\$49</b>	<b>\$70</b>
35.0%	\$2,477	\$2,666	<b>\$32</b>	\$24	<b>\$56</b>	<b>\$80</b>
37.5%	\$2,667	\$2,857	<b>\$37</b>	\$28	<b>\$65</b>	<b>\$93</b>
40.0%	\$2,858	\$3,047	<b>\$42</b>	\$32	<b>\$74</b>	<b>\$106</b>
42.5%	\$3,048	\$3,238	<b>\$47</b>	\$35	<b>\$82</b>	<b>\$117</b>
45.0%	\$3,239	\$3,428	<b>\$52</b>	\$39	<b>\$91</b>	<b>\$130</b>
47.5%	\$3,429	\$3,619	<b>\$58</b>	\$44	<b>\$102</b>	<b>\$146</b>
50.0%	\$3,620	\$3,809	<b>\$64</b>	\$48	<b>\$112</b>	<b>\$160</b>
52.5%	\$3,810	\$3,999	<b>\$71</b>	\$53	<b>\$124</b>	<b>\$177</b>
55.0%	\$4,000	\$4,190	<b>\$77</b>	\$58	<b>\$135</b>	<b>\$193</b>
57.5%	\$4,191	\$4,380	<b>\$84</b>	\$63	<b>\$147</b>	<b>\$210</b>
60.0%	\$4,381	\$4,571	<b>\$92</b>	\$69	<b>\$161</b>	<b>\$230</b>

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 17)**

HH= 18	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$776	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$777	\$970	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
15.0%	\$971	\$1,163	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
17.5%	\$1,164	\$1,357	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
20.0%	\$1,358	\$1,551	<b>\$11</b>	\$8	<b>\$19</b>	<b>\$27</b>
22.5%	\$1,552	\$1,745	<b>\$14</b>	\$11	<b>\$25</b>	<b>\$36</b>
25.0%	\$1,746	\$1,939	<b>\$17</b>	\$13	<b>\$30</b>	<b>\$43</b>
27.5%	\$1,940	\$2,133	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
30.0%	\$2,134	\$2,327	<b>\$24</b>	\$18	<b>\$42</b>	<b>\$60</b>
32.5%	\$2,328	\$2,521	<b>\$29</b>	\$22	<b>\$51</b>	<b>\$73</b>
35.0%	\$2,522	\$2,715	<b>\$33</b>	\$25	<b>\$58</b>	<b>\$83</b>
37.5%	\$2,716	\$2,909	<b>\$38</b>	\$29	<b>\$67</b>	<b>\$96</b>
40.0%	\$2,910	\$3,103	<b>\$43</b>	\$32	<b>\$75</b>	<b>\$107</b>
42.5%	\$3,104	\$3,297	<b>\$48</b>	\$36	<b>\$84</b>	<b>\$120</b>
45.0%	\$3,298	\$3,490	<b>\$53</b>	\$40	<b>\$93</b>	<b>\$133</b>
47.5%	\$3,491	\$3,684	<b>\$59</b>	\$44	<b>\$103</b>	<b>\$147</b>
50.0%	\$3,685	\$3,878	<b>\$65</b>	\$49	<b>\$114</b>	<b>\$163</b>
52.5%	\$3,879	\$4,072	<b>\$72</b>	\$54	<b>\$126</b>	<b>\$180</b>
55.0%	\$4,073	\$4,266	<b>\$79</b>	\$59	<b>\$138</b>	<b>\$197</b>
57.5%	\$4,267	\$4,460	<b>\$86</b>	\$65	<b>\$151</b>	<b>\$216</b>
60.0%	\$4,461	\$4,654	<b>\$93</b>	\$70	<b>\$163</b>	<b>\$233</b>

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 18)**

HH= 19	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$790	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$791	\$987	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
15.0%	\$988	\$1,184	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
17.5%	\$1,185	\$1,382	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
20.0%	\$1,383	\$1,579	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
22.5%	\$1,580	\$1,776	<b>\$14</b>	\$11	<b>\$25</b>	<b>\$36</b>
25.0%	\$1,777	\$1,974	<b>\$18</b>	\$14	<b>\$32</b>	<b>\$46</b>
27.5%	\$1,975	\$2,171	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
30.0%	\$2,172	\$2,369	<b>\$25</b>	\$19	<b>\$44</b>	<b>\$63</b>
32.5%	\$2,370	\$2,566	<b>\$29</b>	\$22	<b>\$51</b>	<b>\$73</b>
35.0%	\$2,567	\$2,763	<b>\$33</b>	\$25	<b>\$58</b>	<b>\$83</b>
37.5%	\$2,764	\$2,961	<b>\$38</b>	\$29	<b>\$67</b>	<b>\$96</b>
40.0%	\$2,962	\$3,158	<b>\$43</b>	\$32	<b>\$75</b>	<b>\$107</b>
42.5%	\$3,159	\$3,355	<b>\$49</b>	\$37	<b>\$86</b>	<b>\$123</b>
45.0%	\$3,356	\$3,553	<b>\$54</b>	\$41	<b>\$95</b>	<b>\$136</b>
47.5%	\$3,554	\$3,750	<b>\$60</b>	\$45	<b>\$105</b>	<b>\$150</b>
50.0%	\$3,751	\$3,948	<b>\$67</b>	\$50	<b>\$117</b>	<b>\$167</b>
52.5%	\$3,949	\$4,145	<b>\$73</b>	\$55	<b>\$128</b>	<b>\$183</b>
55.0%	\$4,146	\$4,342	<b>\$80</b>	\$60	<b>\$140</b>	<b>\$200</b>
57.5%	\$4,343	\$4,540	<b>\$87</b>	\$65	<b>\$152</b>	<b>\$217</b>
60.0%	\$4,541	\$4,737	<b>\$95</b>	\$71	<b>\$166</b>	<b>\$237</b>

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT PART 3.F., PARENT INCOME ELIGIBILITY AND CO-PAYMENT  
FEE TABLES FY 2005/2006 (page 19)**

HH= 20	Low	High	Weekly		Weekly	
% of SMI	Monthly Income Ranges		Fee for One	75% of first fee	Fee for Two	Fee for Three
10.0%	\$0	\$803	<b>\$2</b>	\$2	<b>\$4</b>	<b>\$6</b>
12.5%	\$804	\$1,004	<b>\$5</b>	\$4	<b>\$9</b>	<b>\$13</b>
15.0%	\$1,005	\$1,205	<b>\$7</b>	\$5	<b>\$12</b>	<b>\$17</b>
17.5%	\$1,206	\$1,406	<b>\$9</b>	\$7	<b>\$16</b>	<b>\$23</b>
20.0%	\$1,407	\$1,607	<b>\$12</b>	\$9	<b>\$21</b>	<b>\$30</b>
22.5%	\$1,608	\$1,808	<b>\$15</b>	\$11	<b>\$26</b>	<b>\$37</b>
25.0%	\$1,809	\$2,008	<b>\$18</b>	\$14	<b>\$32</b>	<b>\$46</b>
27.5%	\$2,009	\$2,209	<b>\$21</b>	\$16	<b>\$37</b>	<b>\$53</b>
30.0%	\$2,210	\$2,410	<b>\$25</b>	\$19	<b>\$44</b>	<b>\$63</b>
32.5%	\$2,411	\$2,611	<b>\$30</b>	\$23	<b>\$53</b>	<b>\$76</b>
35.0%	\$2,612	\$2,812	<b>\$34</b>	\$26	<b>\$60</b>	<b>\$86</b>
37.5%	\$2,813	\$3,013	<b>\$39</b>	\$29	<b>\$68</b>	<b>\$97</b>
40.0%	\$3,014	\$3,213	<b>\$44</b>	\$33	<b>\$77</b>	<b>\$110</b>
42.5%	\$3,214	\$3,414	<b>\$49</b>	\$37	<b>\$86</b>	<b>\$123</b>
45.0%	\$3,415	\$3,615	<b>\$55</b>	\$41	<b>\$96</b>	<b>\$137</b>
47.5%	\$3,616	\$3,816	<b>\$61</b>	\$46	<b>\$107</b>	<b>\$153</b>
50.0%	\$3,817	\$4,017	<b>\$68</b>	\$51	<b>\$119</b>	<b>\$170</b>
52.5%	\$4,018	\$4,218	<b>\$75</b>	\$56	<b>\$131</b>	<b>\$187</b>
55.0%	\$4,219	\$4,418	<b>\$82</b>	\$62	<b>\$144</b>	<b>\$206</b>
57.5%	\$4,419	\$4,619	<b>\$89</b>	\$67	<b>\$156</b>	<b>\$223</b>
60.0%	\$4,620	\$4,820	<b>\$97</b>	\$73	<b>\$170</b>	<b>\$243</b>

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**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM  
UNREGULATED PROVIDER POLICY GUIDEBOOK (page 1)**

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**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES  
Child Care Certificate Program**

**-- Unregulated Provider Policy Guidebook --**

**1 Introduction**

This policy guidebook contains policies for unregulated child care providers. An unregulated child care provider is a relative or individual chosen by the parent participating in the Child Care Certificate Program.

The guidebook also contains detailed explanations of the items in the **Provider Agreement Form**. The Provider Agreement Form is a formal agreement (contract) with the Department of Human Services to provide child care services through the Child Care Certificate Program.

**It is the responsibility of each unregulated provider to read, understand, and follow all of the requirements contained within this policy.** The Child Care Certificate Program staff is available to help unregulated providers with any questions about these requirements.

**It is very important that you, the unregulated provider, understand this policy guidebook and the Provider Agreement Form.** This will help to avoid problems with payments or possibly being taken off the program.

**A. How to Become Enrolled as a Child Care Unregulated Provider**

The first step to become an unregulated provider in the Department of Human Services (DHS) Certificate Program is to have a parent select you to care for their children. It is the responsibility of the parent to choose an unregulated provider. The Certificate Program Agency does not keep a listing of unregulated providers.

**1. Applying and Approval**

***You will be required to have a face-to-face interview with the Child Care Certificate Program representative in your area. You will complete a check-list called the Health and Safety Checklist Form and an Unregulated Provider Application form. It is very important to follow each and every one of the health and safety requirements at all times.***

**2. First Home Visit**

***The next step is to have a home visit. The home visit is required and will be made within 30 days from the day you had the face-to-face interview. Please note: You are only a temporary unregulated provider until the home visit and final approval is made.***

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**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM**  
**UNREGULATED PROVIDER POLICY GUIDEBOOK (page 2)**

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- *You must be present, willing and cooperative during this home visit to get final approval.*
- *You must pass all of the requirements to get final approval. The requirements are listed on your copy of the Health and Safety Checklist Form.*
- *You must continue to follow all requirements after you get final approval. If you fail to follow these requirements you could be taken off of the Certificate Program as an unregulated child care provider.*
- *If you are not approved as a provider, you will no longer receive payment from the Department.*
- *You may re-apply to become an unregulated provider ninety (90) days from the date of your disapproval.*

**3. Follow-Up Home Visits**

*Home visits will be made every year after the first home visit. The Health and Safety Checklist will also be completed during this visit. It is very important that you always follow the requirements on the checklist to remain an unregulated provider.*

**4. Visitation by the Parent**

*You must allow the parent or caretaker to see their children any time while they are in your care.*

**5. Number of Children Allowed**

*You must be sure that at no time you have more than a total of six (6) children in your care. Of these six (6) children, only four (4) can be unrelated to you. You may never have more than four (4) children unrelated to you in your care at anytime. **This is a State law and failure to comply with this law would mean termination from the Certificate Program and possible legal action.***

*You can only take care of and charge DHS for a maximum of four (4) children per day. You are not allowed to operate shift care. Shift care means having four (4) children during the day and an additional number of children at night.*

**6. Abuse and Neglect of Children**

*You are required by law to report to the Department of Children's Services any suspicions you may have that a child is being abused or neglected by the parent or caretaker.*

*Should a Department of Children's Services investigation verify abuse or neglect of a child by you, a member of your family, or an employee, and that person is not kept from further contact with the children in your care, all payments will stop immediately.*

*And you will be terminated from the Child Care Certificate Program as an unregulated provider.*



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**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM**  
**UNREGULATED PROVIDER POLICY GUIDEBOOK (page 3)**

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**7. Undesirable Persons in the Home**

*It is very important to remember that no person should reside in the home or have contact with or access to children if they have ever been convicted of, pled guilty to, or is currently charged with any crime involving a child, or a crime of violence against another person, or any drug-related crime. This includes you, a family member or a relative in your home.*

*Should you fail to follow this policy, your child care payments and enrollment in the Certificate Program will terminate immediately.*

**B. Payments to the Provider**

Payments are made to you from the Department of Human Services. In order to receive payments, you must complete an Enrollment Attendance/Verification Form (**EAV**) for each child receiving child care services under the Certificate Program who is in your care. DHS will establish reimbursement rates to pay to child care providers. These rates are based on fair market surveys conducted by DHS. You will be provided with a rate sheet at the time of enrollment. The Certificate Program will notify you when there are changes to the rates.

**1) Record Keeping**

You must keep an attendance record (sign in and out sheet) of the number of hours you keep each child who is in your care. This daily attendance record will be recorded on the EAV. It is your responsibility to report actual hours of care you provide to each child. You must be able to prove through your attendance record that a child was in your care for the number of hours and days you have listed on the EAV form. You will be terminated from the program if you falsify your EAV forms.

**2) The EAV Form**

The EAV is an invoice. It must be turned in after the end of the payment period. If it is turned in before the payment period ends, it will be returned to you to list the actual hours of all days in that period. It is your choice on how often you wish to be paid. You may choose to be paid every two weeks, or semi-monthly (this means two set dates of the 15<sup>th</sup> and the last day of the month) or once per month. You will sign up for one of these choices when first enrolling as a provider. All EAVs must be turned in to receive payment.

The EAV is a three-part form. You will mail the white copy to DHS Fiscal Services, the yellow copy to the Child Care Certificate Program Agency in your area and you will keep the pink copy for your records. The addresses to mail the forms to are listed on each form.

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**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM**  
**UNREGULATED PROVIDER POLICY GUIDEBOOK (page 4)**

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**3) Enrolling Children**

You will only be paid for children who are officially enrolled in the Certificate program. Each child should have a current certificate, which authorizes payment.

- Only children enrolled with a current certificate should be listed on your EAV
- Do not list any children who are not in the certificate program who are in your care
- You must write on the EAV any new child with a certificate who did not show up on the EAV

**4) Time Limits for the EAV**

You must turn in your EAV in a timely manner. You must wait until after the end of the payment period to turn in your EAV. For example, if your payment period ends September 29<sup>th</sup>, you must wait until September 30<sup>th</sup> before sending in your EAV. This will make certain your attendance is listed correctly on the EAV form.

DHS will not be responsible for paying any EAV that is turned in forty-five (45) days after the end of the EAV period. **For example**, if your EAV period ends September 29<sup>th</sup>, you must turn in your EAV before November 13<sup>th</sup> in order to be paid. This is forty-five days from the end of September 29<sup>th</sup>.

**5) Reporting Changes**

You must report changes to the Child Care Certificate Program Agency for the following reasons:

- When a child is no longer in your care
- If the child is absent a lot
- If the parent is no longer working or in an educational or training program
- If the child is no longer in the parent or caretaker's home
- Or, if the parent does not pay their parent fee

**6) Parent Fees**

Under the certificate program, some parents are required to pay a parent fee. This fee amount is listed on your certificate that authorizes payment. If a parent fee is not listed on the certificate, then that parent is not responsible for a parent fee. You are required to collect this fee from the parent. This is a weekly parent fee. Should a parent not pay this fee, you are required to report this to the Child Care Certificate Program Agency. A parent's services may be terminated if they do not pay this fee.

The Department of Human Services will not be responsible for fees that are not paid. Collection efforts must be assumed by the provider for unpaid fees.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM**  
**UNREGULATED PROVIDER POLICY GUIDEBOOK (page 5)**

**7) Attendance and Absence Rules**

You must notify the Child Care Certificate Program Agency in writing when any child's attendance changes. The child may need different hours of care, or they rarely attend or they have stopped attending. Any of these changes must be reported.

You may bill DHS when a child is absent due to illness, child or parent's vacation, family illness, etc. for up to ten (10) continuous days *if* the parent has provided you with a notification. You should be ready to prove this notification if the non-attendance is questionable.

**You may claim attendance for days that your business is closed for State and Federal holidays. If you are closed on these approved days, enter an "H" under the day(s) you are closed.**

**You may not claim attendance for days you are closed for bad weather, personal reasons, training or vacations.**

**8) EAV Code Instructions**

**You must always enter the actual hours a child is in your care. You must be available for care the number of hours that meet the needs of the families.** If the child is absent, you must enter the correct code on the EAV for days the child is not in care. The codes are as follows:

- **H** – If the day is an approved state or federal holiday and you are closed, enter the letter "**H**" for holiday ( if you have care available on the holiday, enter the number of hours each certificate child attended)
- **T** – If a child ends or terminates care with you, enter a "**T**" on the day after the last day the child attended.
- **C** – If you are closed for days other than official state or federal holidays, enter a "**C**" on each day you are closed
- **N** – If the child is present in your home a few days per week (special schedule), enter a "**N**" on each day the child does not attend
- **A** – If the child is absent for any other reasons not listed above, enter an "**A**" on each day the child is absent. For example, the parent keeps the child home, the child is on vacation or sick.

**9) Electronic Deposits**

You are encouraged to be paid through a direct deposit process in either your checking account or savings account. This process automatically deposits your payments into your account. **If you currently have a bank account, you are required to sign up for direct deposit.** If you do not have a bank account, DHS will mail your check.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM  
UNREGULATED PROVIDER POLICY GUIDEBOOK (page 6)**

**C. Financial Reporting and Provider Responsibilities**

There are requirements you must follow to remain an unregulated provider on the Certificate Program. These include income requirements, federal requirements and state requirements. All activities and records under the Certificate Program are subject to monitoring and review by the State of Tennessee, the Comptroller of the Treasury, or their appointed representatives.

**1. Income**

You are considered a self-employed child care provider. You are not an employee of DHS or the Child Care Certificate Program Agency in your area. Any payments you receive under the Certificate Program must be reported as income if you are applying for any Federal or State benefit, including AFDC, Food Stamps, WIC, TennCare, SSI or Housing.

**2. Reporting for Tax Purposes**

Payments, which exceed \$600.00 in a calendar year, will be reported to the Internal Revenue Service (IRS). You will receive a 1099 form after the calendar year has ended (after December 31<sup>st</sup>) to turn in with your taxes.

**3. Overpayments**

Should you owe any money to DHS, this may include overpayments or fraud from any DHS grant or benefit program such as AFDC, Food Stamps, etc, you will need to make a repayment plan with DHS. The repayment plan must be agreed to by DHS.

**4. Conflict of Interest**

You cannot pay an employee of the Child Care Certificate Program or DHS any part of your child care payment. This includes wages, compensation and/or gifts of any type or value.

**5. Non-Payment of EAV's**

DHS has the right to not pay an EAV or reduce the amount of payment if they question an amount you are invoicing for. If you have claimed for payments you should not receive, DHS has the right to take back the amount it has paid to you.

**ATTACHMENT PART 4.A., CHILD CARE CERTIFICATE PROGRAM  
UNREGULATED PROVIDER POLICY GUIDEBOOK (page 7)**

**D. Termination from the Program**

You or the Department of Human Services has the right to terminate this agreement under the Child Care Certificate Program. Written notices must be made by either you or DHS to terminate an agreement.

**1. Termination by the Provider**

Enrollment in the Certificate Program can be terminated by you when a written notice is given to the Child Care Certificate Program Agency. This written notice must be given at least thirty (30) days before the date you wish to terminate.

**2. Termination due to No More Funds**

DHS has the right to terminate or end this agreement and withhold payments if funding for the child care certificate program is no longer available. DHS must give you a ten (10) day written notice before the termination date is effective. You will be paid for services you have been approved for up to that ending date.

**3. Termination due to Policy Violation**

The DHS Child Care Certificate Program has the right to terminate you from the Certificate Program if you fail to follow the policies and guidelines found in this guidebook and your provider enrollment form.

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**ATTACHMENT PART 4.B., STATE TANF PLAN OF OPERATION –excerpt (page 1)**

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**STATE OF TENNESSEE**

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES  
PROGRAM  
(TANF)**

**PLAN OF OPERATION**

**October 1, 2002 – September 30, 2004  
Tennessee Department of Human Services**

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An amendment was made to Section B to include an exemption from work requirements for single parents with children under 1 year of age. It was submitted to TANF August 2004.

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**ATTACHMENT PART 4.B., STATE TANF PLAN OF OPERATION –excerpt (page 2)**

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(the following are excerpted sections from the Tennessee TANF Plan of Operations Section II General Provisions)  
Page 5 Section B

All parents and caretakers who are included in the assistance group will be required to complete a work plan unless the individual is exempt. An individual is exempt if (s)he is disabled, age 60 or greater, providing in-home care for a disabled relative, or not included in the assistance group. Temporary exemptions and interruptions may be granted when the caretaker is incapacitated or is the parent of a newborn who is 16 weeks of age or less. A work plan must have a 40-hour per week commitment, except for those individuals who test at 8.9 or less on a functional literacy level. These individuals may choose either to attend adult basic education at least 20 hours per week or have the full work requirement. All eligible adults who are subject to a work plan must complete a plan at application or upon review, if an active cash assistance case.

Page 6 Section C Goals for work and self-sufficiency:

Tennessee's goals for work and self-sufficiency are as follows:

- Welfare families will have goal-oriented, time-limited, individualized work plans which carry them through logical and productive steps to self-sufficiency;
- Sanctions will be imposed when a family fails, without good cause, to comply with the work plan;
- Families will be given the opportunity to complete high school or to earn a GED and advance their skills;
- Cash benefits will be limited to 18 months of eligibility (or up to 24 months in counties with unemployment rates twice the unadjusted state average), with a 60-month lifetime limit;
- Participants who go to work and lose cash benefits will continue to receive transitional benefits, including child care assistance and TennCare coverage. Families may also qualify for Food Stamps and receive an income disregard and stabilized rent during their move out of welfare.

Specifically, all able-bodied parents and caretakers will have a 20 or 40 hour per week requirement, which begins with the signing of the Personal Responsibility Plan. No parent or eligible caretaker will have to wait more than two weeks to enter a work activity. All parents and eligible caretakers will be offered necessary support services including child care and transportation. When an activity or a support service is unavailable and cannot be arranged, the individual's time limit is extended for that period of time.

Page 6 Section C Support services:

All families with Personal Responsibility Plan work requirements have available the following support services:

- Child care - Child care is available through a certificate program administered through a child care broker system. Families First parents and caretakers are offered child care services for all work and work-related activities. After they lose cash assistance, they have available up to 18 months of transitional child care services, for which they will be asked to contribute to the cost of care.
- Direct expenditures in child care are used for the provision of child care services to employed families
- Dental and Optical Services - Families First participants will be provided necessary dental and optical services not covered by TennCare or any other insurance or benefit. This expense will be paid for with 100% state funds.
- Transportation - Tennessee will make every effort to ensure that no Families First recipient goes without transportation assistance. This assistance is in the form of a coordinated network of providers in each county who are willing to transport Families First participants to and from work and work preparation activities. Children may also be transported via this system to child care, as long as the parent is also being transported to an activity.

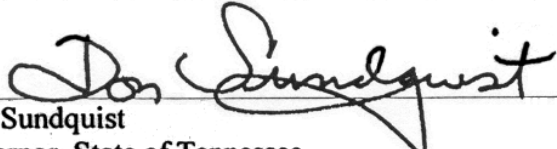
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**ATTACHMENT PART 4.B., STATE TANF PLAN OF OPERATION –excerpt (page 3)**

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**GOVERNOR CERTIFICATION OF SECTION 1115  
WAIVER INCONSISTENCIES**

In accordance with 45 CFR Part 260 Subpart C 260.70 – 260.76, I certify that the following program provisions found in Tennessee's Section 1115 waiver from the U. S. Department of Health and Human Services, are inconsistent with the federal law. I also certify that these provisions have been continually applied, statewide, in operating Tennessee's Temporary Assistance to Needy Families Program.

  
Don Sundquist  
Governor, State of Tennessee

**Work requirement inconsistencies in Tennessee's 1115 waiver:**

The following are the standards that will apply, in lieu of the provisions in subparts B and C of part 261 of the final TANF rule to determine:

1. The number of two-parent and all-parent cases that are exempt from participation for the purpose of determining the denominator of the work participation rate.
- Individuals who are exempt from the work requirement should be disregarded from the denominator in the calculation of Tennessee's work participation rate. These exemptions apply for as long as the situation exists. For the purpose of determining the denominator of the work participation rate, an individual is exempt<sup>1</sup> from the work requirements if he or she:
  - Has a medically verified incapacity or disability
  - Is needed to provide care for a related household member who is disabled
  - Is aged 60 or older
  - Is the parent of an infant less than 16 weeks of age
  - Is a caretaker relative who is not included in the assistance group
  - Is a full-time VISTA volunteer
  - Is a non-exempt parent who is unable to obtain child care or transportation for a minor child
  - Is a participant whose ability to achieve is severely limited due to physical and mental disability or other learning limitation that the State Vocational Rehabilitation determines should be exempt from the work requirement

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<sup>1</sup> Tennessee's waiver terms and conditions state that: "Non-exempt individuals who test below the 9<sup>th</sup> grade reading and math level will not be subject to the work requirement until the ninth grade level is achieved, as long as the individual is participating at least 20 hours per week in an approved GED/ABE program, is attending at least 90 percent of scheduled activities in the program and is making satisfactory progress." While this population is considered exempt from the full work requirement, they are not exempt from a work requirement. If they do not decide to participate in the full work requirement, this population must be in Adult Basic Education for 20 hours. See required hours for more information on this population.

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**ATTACHMENT PART 6., UNREGULATED CHILD CARE PROVIDER PREVENTION  
& CONTROL OF INFECTIOUS DISEASE SHEET (page 1)**

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**Tennessee Department of Human Services  
Unregulated Child Care Provider  
Prevention & Control of Infectious Diseases Sheet**

**The following is general information for you about basic health practices.**

**Immunizations and Shots:**

A health department office is located in each county. This department provides free or low cost immunizations. Any child over 8 weeks of age should have begun the required immunizations. The health department can give you written information on required and recommended immunizations.

You and other family members may be in danger of getting infectious diseases if your child or one you are caring for in your home has not been properly immunized.

If you are caring for someone else's child in your home, we recommend you ask each parent for proof that her child has received the proper immunizations for that child's age. Parents are given an immunization card or blue sheet that lists the immunizations the child has had. This immunization information is very important to you, your other family members, and any other children in your home.

**Sanitation:**

To further protect your family and other children in your care, we strongly recommend the following ways you can help prevent infectious diseases like colds, flu, or food poisoning in your home.

**Always remember to:**

- ✓ Wash your hands before handling food and after each diaper change or helping children with their toilet.
- ✓ Provide disposable towels or provide each child with a separate clean wash cloth and towel every day.
- ✓ Clean all of the children's toys regularly with hot soapy water and a disinfectant.
- ✓ Provide a special place for changing diapers away from the kitchen area.
- ✓ Discard soiled diapers properly.
- ✓ Serve hot foods hot and cold foods cold.
- ✓ Cover and store food properly.
- ✓ Keep sick or dangerous animals away from the children.
- ✓ Empty bathing or wading pools daily.
- ✓ Keep sandboxes covered from being used by cats and other animals.

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**ATTACHMENT PART 6., UNREGULATED CHILD CARE PROVIDER PREVENTION  
& CONTROL OF INFECTIOUS DISEASE SHEET (page 2)**

**To be completed at the time of application with the Child Care Specialist:**

I understand these basic disease prevention guidelines and agree to practice them when caring for the children in my care under this program.

\_\_\_\_\_  
Signature of Unregulated Provider at Interview

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Child Care Specialist at Interview

\_\_\_\_\_  
Date

STATE PLAN FOR CCDF SERVICES  
FOR THE PERIOD 10/1/05 – 9/30/07

**ATTACHMENT APPENDIX 2., FAMILIES FIRST – INCOME STANDARDS EFFECTIVE 7/1/05**

**FAMILIES FIRST – INCOME STANDARDS EFF. 7/1/05**

Number of Persons in Assistance Group	1	2	3	4	5	6	7	8	9	10
Gross Income Standard	1141	1469	1743	1972	2163	2322	2455	2570	2671	2760
Consolidated Need Standard	617	794	942	1066	1169	1255	1327	1389	1444	1492
Standard Payment Amount (SPA)	95	142	185	226	264	305	345	386	425	467

Minimum Families First Payment is \$10 per month for any Assistance Group

Number of Persons in Assistance Group	11	12	13	14	15	16	17	18	19	20
Gross Income Standard	2842	2917	2988	3056	3119	3176	3228	3269	3299	3310
Consolidated Need Standard	1536	1577	1615	1652	1686	1717	1745	1767	1783	1789
Standard Payment Amount (SPA)	508	549	589	630	670	711	750	790	831	871